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January – December
1949

Volume III Nos. 1-4

INDIAN HISTORICAL RECORDS COMMISSION SILVER JUBILEE NUMBER

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New Delhi

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THE INDIAN ARCHIVES

Volume III January—December, 1949 Nos. 1—4

EDITORS' NOTE

OUR grateful thanks are due to our subscribers and other supporters who have put up with our delay in bringing out *The Indian Archives.* Perhaps a multitude of reasons (to us very conclusive ones) could be offered for this time lag, but in effect explanations alone, however plausible, are not enough to make a journal survive without patience and generous indulgence on the part of the patrons. We can, however, assure them that the Editors are making every effort to liquidate the arrears and we have every hope that by the end of 1951 the journal will be up to date. In order to do this we have had to take recourse to the expedient of combining several issues, viz. the last three issues of 1948 in one volume and all the four issues of 1949 in the present volume. The prices of these volumes have been adjusted according to their size.

The present issue forms a Special Number to mark the Silver Jubilee of the Indian Historical Records Commission which was responsible for the institution of *The Indian Archives,* and except for the News Notes, Reviews, a reportage on the Silver Jubilee Session of the Commission held in December 1948 and two articles, the rest of the matter in this volume consists of papers selected from among those read before that session of the Commission. Among them will be found contributions from many eminent archivists.

We are happy to inform our readers that we are dedicating our issue dated July-December 1950 to Joseph Cuvelier who is held in veneration by every archivist in the world no matter what his country. We have had very gratifying response from our contributors for this commemoration volume which will include thoughtful articles by such eminent archivists and scholars as Dr. Eugenio Casanova, Sir Cyril Flower, Sir Hilary Jenkinson, M. Jean Filliozat, Sir Harold Bell, Dr. Wayne C. Grover, Mr. R. L. Atkinson, Prof. R. F. Treharne,

M. Charles Samaran, Dr. Ernst Posner, M. Georges Lorphèvre and Dr. S. N. Sen, to mention a few at random. This volume will also include Cuvelier's own exhaustive Report on European Archives. We are particularly grateful to Mrs. Cuvelier and her son (the latter was in India recently) for making available to us a considerable body of material relating to Joseph Cuvelier. We are sure this volume will be of particular value to those who are in any way interested in archives and archive work.

Finally, we have another announcement to make. The experience of the last three years has made it apparent that it is not possible to continue the journal as a quarterly. The requirements of the country demand economy at every possible step. Considering, however, the urgent need for disseminating knowledge and information about archives in India, the Government of India has decided to continue the journal, but instead of appearing four times a year, *The Indian Archives* will, with effect from 1950, appear only twice a year.

INDIAN HISTORICAL RECORDS COMMISSION

A RETROSPECT

THE INDIAN HISTORICAL RECORDS COMMISSION wa set up in March 1919 by a Resolution of the Government o India. It celebrated its Silver Jubilee in December 1948. Th chronological discrepancy is easy to explain. The economic slump of the thirties engulfed India also, and from 1931 to 1936 the Commission was in a state of suspended animation. A burden on the public exchequer, financially unproductive, the Commission was a natural victim of retrenchment. But the last war taught the belligerents to be more alert about their "musty old files", and the future of the Commission seems to be more assured to-day than it was twenty-nine years ago.

As early as 1860 Sandeman, the Civil Auditor, recommended to the Government of India the destruction of useless records and added, 'the benefit of the proposed destruction....... would not be fully obtained without the substitution of one grand Central Archive for the existing record rooms attached to each office for the purpose of transferring to it for safe preservation of all records that might be of value —the offices concerned only keeping such records as would be required for current use.' This recommendation resulted in the appointment of a Record Committee in April 1861. Active interest was taken by the members of the Committee in the work of preserving records and they made various recommendations including the payment of Rs. 2,500 to the compiler of each volume of records for publication. This Committee became virtually extinct by the year 1869.

For technical guidance. however, the Government of India relied mainly, if not solely, on British experts. In 1914 the second *Report of the Royal Commission on Public Records* and a memorandum of Mr. (now Sir) William Foster of the India Office pointed out the chaotic condition of Indian records and stressed the need for reform in the system of record keeping at the centre as well as in the provinces.

The Government of India was without any Committee of experts which could advise them. Rai Bahadur J. M. Mitra, then an Assistant Secretary in the Department of Education. suggested in 1917 the appointment of a committee of archivists and historians for this purpose. Sir Edward Maclagan, Secretary to the Government of India in the

Department of Education, referred the problem to Prof. Ramsay Muir of Manchester University who happened to be in India at that time. Prof. Muir strongly recommended the appointment of a Historical Materials Commission with its headquarters at Delhi. In his letter of 7 December 1917 addressed to Sir Edward Maclagan he wrote: "This Commission should include the Officer-in-Charge of records in each of the British Provinces, and also representatives from the principal Native States. Its chief executive officer should be a trained historian and archivist brought out from Europe—a man stronger (I venture to suggest) on the historical than on the archival side."[1] The recommendation was accepted by the Government of India and was implemented by Resolution No. 77 (General) of 21 March 1919.

"The Government of India," the Resolution runs, "feel that in matters relating to records they should have at their disposal a permanent body of expert advisers whose opinion would carry weight with the Records Officers and the public. With such a body at hand for advice, they are convinced that the methods adopted would meet the real wants of genuine historical students. They have accordingly decided to constitute an 'Indian Historical Records Commission' consisting of: —

1. The Secretary to the Government of India, Department of Education, *ex-officio* President.
2. The Keeper of the Records of the Government of India, *ex-officio* Secretary.
3. The Curator, Madras Record Office, *ex-officio* member.
4. The Keeper of Records, Bengal, *ex-officio* member.
5. Professor Jadunath Sarkar, M.A., member.
6. The Ven'ble Archdeacon W. K. Firminger, M.A., B.D., B.Litt., member.
7. Professor L. F. Rushbrook Williams, M.A., member.
8. Mr. B. K. Thakore, B.A., member.

"The *ex-officio* members will be permanent, but the rest of the members will hold office for a period of three years or five years. The headquarters of the Commission will be at Delhi and it would ordinarily meet twice a year—the routine work between meetings being carried on by the Keeper of the Records of the Government of India, Calcutta, as permanent Secretary to the Commission. The

[1] Prof. Ramsay Muir's letter to Sir Edward Maclagan on this subject was reproduced in *The Indian Archives*, Vol. II, No. 2-4.

duties of the Commission would be of a purely consultative character; it would make enquiries and recommendations regarding

(*i*) the treatment of archives for the purposes of historical study in all provinces of India and in such Indian States as might seek their advice ;

(*ii*) the scale and plan on which the cataloguing, calendaring and reprinting of each class of documents should be undertaken ;

(*iii*) the sums required for encouraging research and publication in respect of unpublished documents ;

(*iv*) the extent to which and the manner in which documents should be open to inspection by the public ; and

(*v*) the training of Indian students from the Universities in methods of historical research and the selection of competent editors and assistants for the publication of documents. The Government of India have also arranged to place at the disposal of their Department of Education when the financial conditions improve, a grant of money, the distribution of which would be effected annually after consultation with the Commission."

The Commission, thus constituted, was purely an official body unrepresentative of the provinces and Indian States. The members were of two categories, archivists and historical scholars. To the first group belonged men like A. F. Scholfield and R. H. Blaker, while in the second group were historians like W. K. Firminger, Prof. Rushbrook Williams and Prof. Jadunath Sarkar. Professor Henry Dodwell combined in his person the double functions of custodian and interpreter of historical records. The executive head of the Commission was not, however, a trained historian.

These were undoubtedly competent people, but certain circumstances prevented them from achieving the desired end. Their meetings were exclusive and only a selected few were invited to attend. The work of bringing to light the mass of unknown or less known privately owned records was quite beyond the power of a committee of eight, all of whom were fully engaged in other responsible work. The need to reinforce them was realised quite early and in 1921 was started the system of co-opting members: these were nominated *ad hoc* for all too short a term that expired with the particular session. In 1924 corresponding members from each province were appointed for the same purpose. This carried the work further,

but again not as far as was desired. Enthusiastic and partially successful as these young scholars were in unearthing important historical documents, they lacked knowledge of technical problems relating to archive administration. No scholar, however, eminent, could be enrolled as a corresponding member unless he could be recommended by the government of his province. The provincial governments, however, had no initiative in the matter which lay with the Secretary of the Commission. The corresponding members were really ornamental figures without any special right or privilege of their own. They could not even participate in the deliberations of the Commission unless and until they were co-opted for the session. Another drawback was that corresponding members had at the beginning been appointed for an indefinite period with the result that their membership in many cases survived their usefulness. This shortcoming was removed in 1929 when it was decided to limit the term of corresponding membership to a period of three years.

The greatest source of the Commission's weakness was its unrepresentative character. Not all the provinces cared to nominate a representative and when thus unrepresented they, with some justice, could refuse to treat seriously the Commission's recommendations as being one-sided and uninformed.

The *ex-officio* President of the Commission was an officer of high status and long experience. He was expected to serve as an able and effective exponent of the Commission's views: but being Secretary to the Government of India in the Department of Education, he was a busy official with heavy preoccupations and could not always attend the annual sessions. If the two initial years are excluded, only thrice did the *ex-officio* President—Sir Henry Sharp in 1922, Sir Frank Noyce in 1929 and Sir Girja Shankar Bajpai in 1938—found time to attend the annual meetings. In the absence of the *ex-officio* President, the deliberations of the Commission were generally conducted under the chairmanship of the seniormost ordinary member. From 1923 to 1925 Sir Evan Cotton was, for all practical purposes, the *de facto* President and from 1926 to 1940 Sir Jadunath Sarkar was called upon to play that important role. It was these two scholars who influenced the Commission's early policy and sketched its first programme. In the absence of the *ex-officio* President, the other official—the Secretary—became the real link between the Commission and the Government. It was he who apprised the Government of the sentiments of the Commission on questions of outstanding importance and acted as the

spokesman of the Government in the business meetings of the Commission.

The draft constitution of the Commission of 1941 sought to convert the close preserve of nominated persons into a widely representative association of historians and archivists and provided for three categories of members—ordinary, associate and corresponding. As before, the nominees of the Government of India formed the active nucleus, but their number was reduced to five. The Keeper of the Records (now Director of Archives) of the Government of India continued to serve *ex-officio* as its Secretary while the Education Member was to be the *ex-officio* President. The provinces and States were given the right to send, if they were so inclined, their accredited representatives to the Commission. They were to be classed as ordinary members if the nominating governments had organised central record offices of their own; otherwise they fell under the category of associate members. The universities and select learned associations were to be represented by associate members of their own choice. Members of all categories were to serve for a uniform period of five years. The number of corresponding members was to be limited to a maximum of forty at one time and scholars with published works to their credit were alone to be selected in recognition of their contribution to the historical literature of the country. There was no difference under the proposed constitution between the rights and privileges of the ordinary and associate members, but the corresponding members could attend the business meetings of the Commission by special invitation only. To relieve the Commission of some of its responsibilities a 'Research and Publication Committee' was proposed to be appointed. Its membership was limited to the ordinary and associate members of the Commission. The Educational Commissioner (now Educational Adviser) to the Government of India was to be its *ex-officio* Chairman and the Keeper of the Records its *ex-officio* Secretary. While the Commission met only once a year, the Committee was expected to meet twice annually, one of its sessions to be held in Delhi. The Local Records Sub-Committee, now proposed, was to consist of the Education Commissioner with the Government of India as *ex-officio* Chairman, the Keeper of the Records of the Government of India as *ex-officio* Secretary and two other local members and was to advise the Keeper of the Records of the Government of India on such matters connected with the work of the Government as might be referred to it.

The new constitution came into effect on 3 January 1942. Under the Constitution, the five experts nominated by Government of India were:—

1. Lt.-Col. H. Bullock, I.A., Deputy Judge-Advocate General.
2. Professor D. V. Potdar, B.A., Secretary, Bharata Itihasa Samshodhaka Mandala, Poona.
3. Professor Muhammad Habib, B.A. (Oxon.), Professor of History, Muslim University, Aligarh.
4. Rao Saheb C. S. Srinivasachari, M.A., Head of the Department of History, Annamalai University.
5. Dr. R. C. Majumdar, M.A., Ph.D., Vice-Chancellor, Dacca University.

Four out of the five nominees of the Government were non-officials of varied experience representing different regions and branches of historical learning. The partition of India in August 1947 rendered a slight amendment of the constitution necessary. In its general outline the constitution remained unaffected, but the jurisdiction of the Commission was limited to the political boundaries of the new Dominion of India.

The achievements of the Commission merit detailed description. These can be studied in the twenty-five volumes of the proceedings of the Commission, one published after each annual session.

The Commission has repeatedly urged upon the provincial governments the need for organising their own central record offices with a view to providing optimum conditions for preservation and use of their old records. It has been often emphasised by the Commission that records once damaged are lost for ever and prevention is always better than cure. The first resolution of the first session desired to draw the attention of the Government of Bombay to the need for the appointment of a wholetime expert officer to take charge of the central record office at Bombay. It was left to the Congress government which came in power in 1937 to implement this resolution. The Government of the North-West Frontier Province organised a central record office in 1946 with a trained archivist at its head. Undivided Punjab had been content with a part-time Keeper of Records. The Punjab (India) has now an organised record office at Simla under an experienced archivist. Uttar Pradesh too has fallen in line and has recently appointed a whole time Keeper of Records. Madhya Pradesh, Assam, Bihar, Orissa and several States and States Unions are still without organised record offices.

It is entirely due to the efforts of the Commission that the research students' right of access to the older records of the Government of India in official custody was first recognised and subsequently maintained and reinforced. At the 16th session at Calcutta the Keeper of the Records announced that *bona-fide* research students would be entitled to have access to all non-confidential records of the Government of India up to 1880; in 1949 the time-limit was extended to 1901. As to records of a subsequent date the special permission of the Department of origin has to be obtained and such leave is not always refused.

The Commission not only took in hand the task of making records accessible but also of facilitating the work of the research student by providing him with adequate reference media. The Commission at its first session recommended that handbooks should be prepared on the lines indicated by Messrs. Scholfield and Dodwell in a joint note. It was in pursuance of this recommendation that handbooks were published by the Imperial Record Department in 1925, by Bombay in 1921 and Madras in 1936. The Royal Commission on Public Records of England and Wales in 1914 had carefully examined the relative merits and demerits of calendars and press-lists and gave their verdict against both. In 1940 it was unanimously decided by the Commission that exhaustive indexes to each series of records with glossaries for archaic words would be more suited. An alphabetical index, properly compiled, tells a research scholar briefly all that he might wish to learn about the contents of a particular record series. The Government of India readily accepted these recommendations of the Commission and two volumes of Indexes to Revenue Records in the Imperial Record Department (now National Archives of India) have already been printed. The work of indexing the voluminous records of the late Foreign and Political Department is now in hand.

In 1942 the Commission proposed a publication programme which was accepted by the Government and is now in hand. The Government accepted the entire financial responsibility of publishing twenty-one volumes of the *Fort William—East India House Correspondence, 1748 to 1800.* While these twenty-one volumes are to be edited by scholars selected by the Commission and not necessarily otherwise associated with the Government, the editing and publication of another five volumes of miscellaneous records is the sole responsibility of the Director of Archives. It was further decided that records in Oriental languages other than Persian Correspondence be published by universities and learned institutions at their own expense. This publication

programme has so far been only partially implemented. Better progress might have been made but for the scarcity of printing paper and various other difficulties. While this first programme was being carried out, the Commission prepared another programme to follow the first on its completion. The second scheme has been accepted by the Government of India in principle and in this respect the efforts of the Commission have been enthusiastically seconded by the universities and learned societies of India.

The efforts of the Commission for the salvage of manuscripts in private custody have been partially successful. The Regional Survey Committees set up in provinces and States according to the recommendations of the Commission have been seriously handicapped by lack of funds. In August 1946 the Government of India sanctioned a small grant of Rs. 6,500 which was subsequently slightly enhanced. These Committees have carried on useful propaganda in support of their cause and have been responsible for a few discoveries of historical documents and some preventive work against destruction of records and manuscripts. Unofficial co-operation would have to be largely invoked before the Committees can successfully accomplish their allotted task.

If the Commission was interested in the preservation of records in private and official custody, it could not afford to ignore the lack of trained archivists in the country. The Government in its Resolution No. F.92-9/40-E of 16 September 1941 had admitted the need for training a small number of private students as well as record office employees from the provinces, Residencies and States at the Imperial Record Department each year. Since 1942 the National Archives of India has been imparting training to a limited number of suitable candidates in archival science in all its aspects. The reconstituted Commission, at its very first session at Mysore (January 1942), urged the necessity of publishing a quarterly or bi-annual archives journal, with a view to disseminating the extant knowledge of the science of preservation and administration of archives. It was intended to serve as a medium of instruction for laymen interested in the subject. The first issue of *The Indian Archives,* as the quarterly journal is known, appeared in January 1947.

The greatest achievement of the Commission, so far, has been the Post-War Reconstruction Scheme for Record Offices in India. The initiative in framing the scheme was taken by the Research and Publication Committee. At its fourth meeting on 3 March 1944, it indicated the improvements it would like the Government of India to

introduce in its own record office and the report prepared under its direction was later unanimously accepted by the Indian Historical Records Commission at its Udaipur Session in December 1944. The Government of India has accepted the scheme in principle, the question of priority being left for the future. The main recommendations of the scheme are to bring the preservation section of the National Archives in line with those of the record offices in the most progressive countries in the world and to convert it into the biggest centre of historical investigation in India.

With this ambitious reconstruction scheme, the Commission looks to the future with hope and confidence. It has been its privilege to define the ideal while the country was yet under alien rule; it expects greater sympathy and closer co-operation from a free India, for its sole aim is to foster the spirit of research in this country, to remove the existing obstacles to research and to preserve for posterity its rightful heritage—documentary records of the country's past.

TWENTY-FIVE YEARS
SOME REMINISCENCES OF AN ENGLISH ARCHIVIST
1923-1948

HILARY JENKINSON, C.B.E., F.S.A.
Public Record Office, London

Introductory

IT HAS SEEMED TO ME, thinking it over, that I could not do better by way of greeting the Indian Historical Records Commission on its twenty-fifth anniversary than to recapitulate certain happenings which have occurred within my own experience during the last twenty-five years and which struck me as particularly significant for the development of our Profession during that time: because even if they are already well-known to you, or if I recount them badly, at least by bringing them together on this occasion, and before an audience not connected directly with our work over here (for I speak primarily as an English Archivist) I emphasize what I consider to be the most important point about the Archivist's work. That is the fact that the broad principles which govern or should govern our procedure are the same not only for all grades of Archives in any one Country—the Privately-Owned, the Ecclesiastical, the Local, the National—but for all purposes and no matter to what Country the Archives may belong: that our Science in short is fundamentally international. Our detailed processes must of course vary enormously: I should be very foolish if I copied in England repairing methods suitable to the climate, materials and other conditions common in India, or advised you to borrow wholesale the methods suitable to our conditions: and the same remark applies to technical processes of all kinds, from the editorial downwards. But though the methods may differ widely the principles which lie behind them, the reasons why we adopt this method and not that in repairing or sorting or listing or editing or any other of our technical processes—those are the same no matter what the Country, Climate or other conditions may be. We may each see and avoid (or see and copy) the mistakes or the successes of the other in parallel though different circumstances.

What—before I start my reminiscences—are those principles? or I might almost say is that principle? It is based on a simple conviction

which I will make bold to put shortly by saying that the Archivist is the dedicated servant of Research and his creed the Sanctity of Evidence. As I see it he is not there to collect interesting pieces but to receive such natural accessions of Archives as the terms of his employment may bring—whether he is serving the Nation or the Local Authority or a Professional Body or any other Institution which carries on work and puts away for reference the Documents that work produced. He is there not to select for priority treatment the Documents which he thinks will or ought to interest some body of contemporary Students; still less to give any such priority to those which interest himself; but to extend so far as possible the same care and treatment to all. Above all he is there to arrange or bind or list or pack his Documents not in the way which he thinks most ornamental, or most convenient for himself or the Students known to him, but in the way which will preserve for all Students and all purposes—Students yet unknown and purposes not necessarily predictable—everything of an evidential character which there may be about them: from the way in which they were written to the way in which they were folded, sewn, filed or otherwise made up; from the order, or disorder, in which he received them to the indications they may contain of previous consultation. For him the blank page, if it is original, must be as sacred as the written one: it is not his business to inquire what, if anything, is its significance; it is enough for him that it is a part, possibly evidential, of an Archive entrusted to his custody.

The word 'Archives'

It may sound absurd to set down as a stage in development the mere use of a word, but the fact remains that by adopting officially this title and making it—as they are doing—an increasingly familiar word in their Languages the English and American enthusiasts who for more than twenty-five years have been trying to secure adequate public attention to the conservation of their Country's heritage of historical documents have not only marked but made a great step forward. It is not that 'Archives' is a new word in the English language—it was in correct use so far back as the 16th century—but it had fallen into desuetude, or perhaps I should say never risen to popularity. Its use, for example, in description of the Public Records in the early years of my own service would have meant in most companies that one would not be understood and in the rest that one would be set down as rather priggish or precious. Now it can be used

by a Journalist or a Member of Parliament without exciting comment. By bringing it into use officially, and comparatively freely elsewhere, we have ranged ourselves with all the other countries speaking a language of European origin, for it is common to all. At once, you see, the international angle of approach to Archives, of which I spoke, is in evidence: on this subject of Nomenclature we are all speaking one language.

But we have done more than that by what I may call the introduction of 'Archives' to Society: for the use of the word expresses much more than it is possible to convey by any other means. The word 'Records' is of course the principal alternative; and indeed that word can never be entirely superseded: I cannot conceive the Record Office ever being called anything but the Record Office; and when we founded the Institution of which I shall speak next we christened it the British Records Association. But for general purposes the word is at once too narrow and too broad. In the mind of the Legal specialists with whom it originated its senses are carefully restricted and to the mind of everyone else it may mean many things from artificial music to athletic championship, but seldom suggests Documents. 'Archives' is open to neither of these objections: it is at once precise in its meaning and wide in its possible implications; for its modern sense is still much the same as that of the Greek word from which it is derived and even in elaborating and defining its wider uses writers in different countries have not diverged upon essentials. The American and the English uses are in fact remarkably homogeneous and it is a noteworthy fact that the first Archivist of the United States should have been able to quote in a Report to Congress, in explanation of the function which his newly founded Office would discharge, two definitions propounded quite independently in America and England which, while completely different in language, yet contained, I think I may say, though I was one of the propounders,[1] precisely the same ideas.

The word thus adopted has produced naturally derivatives of all kinds both adjectival and nominal: so that we can speak readily of Archivists, Archive Science, School of Archives, Archive Economy and Organization, Archive Quality or Character, and the 'Archives' of every known variety of Business, Public or Private. Its introduction has in fact given form in language to the conception of a new field of

[1] The other was that excellent historical Scholar Charles M. Andrews: the two quotations will be found at pp. 4 and 5 of the *Third Annual Report of the Archivist of the United States*.

human work and knowledge, self contained though with relations in every other department of scientific labour. To coin ourselves a compound adjective, we have succeeded in making our Public to some extent archive-conscious: and though perhaps we come late to the field I think the British contribution and most certainly the American,[2] to Archive Scholarship and Technique will be judged ultimately not the least important which have marked its growth during the last quarter of a century.

The British Records Association

After what I have just said the heading of this section may seem something of a contradiction. But the British Records Association, though for sentimental and other reasons it adheres to the older word in its title, has consistently used 'Archives'—indeed it could not well have done otherwise—in its Reports, in description of the various activities it has initiated or sponsored and in the titles of its publications. An account of the first fifteen years of the life of this Body, which was founded in 1932 by a small band of enthusiasts, and of the long series of events which preceded it, has recently been given in a Report[3] from the two Officers who during that period acted as its joint Honorary Secretaries. To summarise—Archive Custodians and Owners in England, Public, Semi-Public and Private, Local and Ecclesiastical, have always been and practically still are completely autonomous: whether they keep, and how they keep, their Archives is a matter which is left to their own decision. The British Records Association came into being in order to deal, so far as possible, with this situation upon a basis of consent and voluntary effort. Its objects, to quote its Constitution, are

> "to promote the preservation and accessibility under the best "possible conditions of Public, Semi-Public and Private Archives; "to take measures for the rescue and distribution to recognized "Custodians of Documents which would otherwise be dispersed or "destroyed; to arouse public interest in, and to create a sound "public opinion on, matters affecting Records; to ensure the

[2] I have confined myself in these Notes to occurrences or developments in which I have had some personal share. Otherwise I could not fail to put in the forefront of Archive History during the last twenty-five years the triumphant establishment, after many years of agitation and fruitless attempts, of a National Archive Authority in the United States; its magnificent installation: and the almost incredibly swift developments since, both in State and Nation, of a highly equipped and deeply interested Archive Service.

[3] *'1932 to 1947: being a Report from the Joint Secretaries on their Retirement'* (London, 1948).

"co-operation to those ends of all Institutions and Persons interested; "to enable such Institutions and Persons to exchange views upon "matters of technical interest relating to the custody, preservation, "accessibility and use of Documents; and to receive and discuss "Reports on all these matters from its Council, Committees and "Sections as provided below."

The Association aims in fact to co-ordinate all work on Archives: not merely their exploitation but their conservation: that is, to do unofficially, or at most semi-officially, the things which in other Countries are done by an official inspectorate—and perhaps a few more.

As to the creation of public opinion—it is perhaps enough to say that the membership of the Association, which in 1933 included 85 Institutional and 170 Individual Members, had risen by 1947 to 346 Institutional and 612 Individual; and that it never dropped appreciably in the War, a convincing proof that the Association's aims had commended themselves to public opinion as serious and worth-while. In pursuance of its intention to make a popular appeal its subscriptions have always been very low. I should add that the adequate representation of the public opinion thus created in the activities of the Association is secured by the constitution of its Officers and Council; who include, as President, the Master of the Rolls, titular head of the Public Record Office; as Vice-Presidents, besides a limited number elected on account of their distinction and past services, representatives of the Society of Antiquaries, the Public Record Office, the British Museum, and the Record Interests of Ireland, Scotland and Wales: with other nominated Members representing the Archbishop of Canterbury, the Royal Historical Society, the Institute of Historical Research, the County Councils Association, the Association of Municipal Corporations and the Library Association: while 18 other Members are elected from the Body of the Association. Since its foundation well over 100 persons have served the Association in this way. In 1941 we thought our state sufficiently established to warrant us in inviting Royal support and Queen Mary graciously consented to become our Patron: Her Majesty has shown throughout a very keen interest in all our proceedings.

Apart from the general work of correspondence, finance and the settlement of policy the Council conducts its active work very largely through Committees, of which there have been so far twelve some more or less permanent, such as the Propaganda, Conference, and Finance Committees, and some created in order to report on special

matters such as the Classification Committee. The last named accomplished early the task of planning the field of operations by means of a Report on the Classification of English Archives, which it divided into the five great categories of Public Central, Public Local, Semi-Public, Private and Ecclesiastical; an order now generally accepted and which has had, as we may see later, repercussions outside England. This Report was followed by others more detailed, including in particular one upon the Archives of that primary and most important unit of local administration in England, the Ecclesiastical and Civil Parish; a new and enlarged edition of this is in course of production and will, it is hoped, be widely distributed. But besides Committees the Council and Association have the services of a rather unusual type of organisation—the 'Section': a kind of glorified Committee, an autonomous unit conducting its own affairs and expending its own grant through its own elected officers but responsible ultimately to the Council to which it periodically reports. These 'Sections' number at present three: the Technical, catering for those Members who are specially interested in the practical problems of Storage, Repair and so forth; the Publications Section which endeavours to co-ordinate the work of the Private Societies (very numerous in our Country) which in the interests of Local, or of some special branch of National History, publish Archives: and finally the Records Preservation Section. The last named, in reality the first to come into existence and indeed representing a movement which preceded the Association itself, exists in order to locate, secure and if necessary take over and place in some suitable public Repository, where they will be available for Students, all those Local and (especially) Private Archives which amid the social and economic changes that our restless age is producing are in danger of dispersal or destruction. It has been the means up to date of transmitting Documents whose numbers run probably into six figures to something like 230 Repositories all over England and in a few cases outside it.

The whole Association meets in conference once a year in London in November and this was never discontinued even in the War; though on one occasion the meeting took place to the accompaniment of Air Raid Warnings. At first one day was sufficient but now, with three Sections, two full days are necessary. Before the War the occasion concluded with a Reception at one of the famous old City Company Halls of London now, alas, for the most part ruined: and this gave opportunity for Exhibitions on a large scale of Record Publications or of Loan Collections of interesting (and often previously

unknown) Manuscripts. This last feature we must hope it may be possible to resume: for it was most valuable and instructive. At the Conference papers are read and Resolutions then passed often do much to direct the work of the ensuing year. A final point which must be mentioned here is that of Publications other than the Reports from Committees already described. They include an *Annual Report* from the Council, *Proceedings* at the Annual Conference and the useful *'Year's Work in Archives'* which summarises not merely the periodical reports received from our own Members but those which come to us from other parts of the British Commonwealth of Nations and from foreign Countries. Though economic reasons restrict severely the size of this most important publication I must still hope that Indian Archives may bulk increasingly largely in it. The scattered publications of the Association will soon, it is hoped, be brought together in a regularly appearing *Journal.*

The foregoing suggests some reference to the international side of the work of the British Records Association: but that and three other major developments, products of the present period of Reconstruction—the National Register of Archives, the teaching of Archive Science and present plans for Legislation which will give, we hope, a more official character to some of the work for the preservation of Local and Private Archives—are worthy of a separate section each.

International Work on Archives

Some years before the War the *Institut International de Coopération Intellectuelle,* a permanent section of the League of Nations sited in Paris, assembled on two or three occasions a Committee of Expert Archivists: I had the honour of presiding at its first session. This Committee decided on two projects. First it would secure the preparation of an International Guide to Archives (for the preliminary survey of the field was seen to be the essential first step); and secondly it would arrange for a periodical International Conference of Archivists. The second project never came to fruition—War or rumours of War prevented it—but the first volume of a *Guide International des Archives* (covering all nations of Europe) was duly compiled and published. Preparation of a second was stopped—again by War.

Very recently, at the instance this time of the head of the Archives of the United States of America, UNESCO, successor to the functions of the *Institut International,* summoned another small committee of

Archive Experts in Paris: I again had the honour of presiding at some of its meetings. This Committee, concentrating on the creation of an International Congress with continuing Committees, has gone so far as to draft a constitution for an International Council of Archives, constitute itself a provisional representative of that body, appoint Officers and start planning for a Congress in (probably) 1950. I should like to think that first Congress might take place in England: at least I hope it will take place and that Indian Archivists will be well represented at it. There is no doubt of the good it might do: without as well as within the Archivist's profession.

The National Register of Archives

It is a curious fact, and something of a reflection on us and our predecessors, that when, in the course of War, it was found possible to persuade the Authorities more immediately concerned with Civil Defence or Military Action to spare a thought for the defence of Archives, and when the natural question was asked—'Where are these Archives?'—we found that in no Country was there any single comprehensive List of Archives of all categories, Public and Private, Central and Local, Civil and Ecclesiastical. When, in 1940, Civil Defence in England was entrusted to Regional Commissioners the British Records Association, approaching them in concert with the Historical Manuscripts Commission, had to begin by constructing such a List—very hastily made and imperfect of course (it contained less than 2,000 entries) but still comprehensive and the first of its kind. When I went out to Italy at the request of the War Office to organise Archive defence there a like task awaited me, and I had to do the same later for Western Germany, for the information of the Armies and of the authorities of Military Government and the Control Commissions.

In Italy we had the benefit of whole-hearted co-operation (once we had entered Rome) from the Italian Archive service: and I have hopes that our Lists, and the organised enquiries made on the basis of them in regard to the present state of Archives of all kinds, may have permanent results of real value. In England this war-time listing has had a very definite sequel. Before the end of hostilities (in 1943 in fact) the British Records Association was urging that, as a first step to further action for the protection of the Nation's heritage of Archives, the enlargement of the List to something like completeness (which means its increase to a size from 50 to 100 times greater) should be

officially undertaken and within a couple of years this had actually come about. The Central Organisation, a new branch added to the existing Historical Manuscripts Commission, is seated at the Record Office where the Index, made on Cards to whose form and printed headings much care has been devoted, will be permanently preserved. The Staff is an extremely modest one—a Registrar, Assistant Registrar and two or three others with a small Directorate of which the Deputy Keeper of the Records is Chairman: but it was realised from the first that the local information could only be obtained by local effort and the organisation of this has been, and will be for some time, the main work of the Registrar. The method is in general to hold first in every County a Public Meeting to which are invited all influential persons —the Lord Lieutenant, High Sheriff, Magistrates and Clerks of the County Council and of the Peace, the Bishop and higher Clergy, large Landowners and other important Residents in the district—together with a wide and comprehensive representation of persons or bodies who may be supposed to be interested in or control Archives of all kinds—Private or Public, Clerical, Professional, Commercial, Educational, Social or Legal. As many as 400 or 500 persons have in some cases attended one of these Meetings. An executive Committee is then formed to enlist voluntary helpers and, in consultation with the central organisation but on lines which their knowledge of local conditions dictates, to organise the examination of accumulations of Archives and the preparation of Reports: and in due time these last begin to flow in to the Central Registry. Effort is constantly made to impress on local Helpers the importance of completing the first stage—the reporting of the mere existence of Archives in this or that place: but the later process of listing and reporting on them in detail has a natural attraction for many and it is clear that if the work can go on without interruption there will be no lack of fuller reports.

Two further points should be stressed. First, it is abundantly clear that even if, in favourable circumstances, the work of recording the more ancient series can be brought near to completion in a few years that will not be the end: there will always be the accruals of modern documents to be dealt with. Second, it is quite realised that the mere recording of the existence of accumulations will not make certain their preservation: but it is the first step towards it; and incidentally the Register will presently provide for Students a vast storehouse of information as to the existence of unknown material for research on every kind of subject.

Proposals for Legislation

The plan for a National Register of Archives was originally put forward by the British Records Association in 1943 in close association with a more ambitious one—a project for Legislation which should at once set up an Inspectorate of Local Archives, in particular those of County and Borough Authorities, and make provision for the safety of Private or Semi-Public Archives which were of value for National or Local History, if their natural Owners or Custodians were no longer able or willing to give them the necessary care and attention. Post-War conditions, it was pointed out, with the breaking up of large Estates, amalgamation of Businesses and social change of all kinds which they would entail, must inevitably hasten that destruction or dispersal of Private and Semi-Public Muniments which for many years had been a cause of concern to the few people who realised its seriousness. To the work of such an Inspectorate as was now proposed that of the Register was a natural and indispensable preliminary: the Archives once located and listed, the Inspectorate would be able to 'star' those which were judged to be of national importance and to these would be applied certain statutory regulations limiting the power of their Owners to dispose of them, while extending to them certain privileges such as exemption of the Archives in question from death duties and assistance in regard to their repair and preservation.

The project is not a new one. So long ago as 1891 a small band of enthusiasts had begun to draft proposals of the kind and in 1899 these actually took the form of a Bill: in 1902 a Departmental Committee appointed by the Treasury reported on the subject: and the Royal Commission (1910) on Public Records devoted its *Third Report* (1919) to the same matter. All these, and the Committee now appointed by the Master of the Rolls to consider the proposals submitted by the British Records Association, have taken much the same line, though naturally with variations. All propose a National Control working through the existing Local Authorities (County Councils, Boroughs etc.) on whom would be imposed a statutory duty not only to make suitable arrangements for the care, and availability for study in due course, of their own Archives but also to provide a centre where the Archives of Families and of Private or Semi-Public Bodies in the same area, often closely related and always parallel in interest, might find where necessary a safe and permanent home. At the moment, if external events do not interfere, there is a better hope than ever before of realising this.

The Training of Archivists

Almost from its earliest days the British Records Association was urged from time to time[4] to set up or procure the setting up of a School which should train men and women for the Archivist's work and send them out into the world with a diploma of fitness. Apart from the fact that the Association was not a professional one like the Library Association, the Members of which are for the most part practising Librarians, and moreover had not the resources to organise a system of Examinations, there was the very real danger that one might manufacture young Archivists and launch them on a world which contained no places for them. With the gradual conversion of Local Authorities to the view that they should, under modern conditions, have an organised Archives Department, with trained Archivist or Archivists, the last named difficulty has largely disappeared: and the British Records Association in 1945 felt itself justified in proposing to the University of London that a plan for an Archives Course which had been prepared for it should be given reality. Briefly, it was finally agreed that the School of Librarianship at University College should become the *School of Librarianship and Archive Administration,* offering courses for both subjects and awarding two diplomas: and in 1947 the first Course was duly given.

The regulations are intended to secure a high standard, only Students with a first or second class Honours Degree being normally admitted to it; and the Diploma is awarded only after a year's practical work as well as a year's lecturing and examinations. Details of the prescribed subjects have been given in a recent publication[5] and need not be repeated here: but it is perhaps worth emphasising that while the purely vocational part of the training (Listing, Indexing, Cataloguing etc., Repairing and Binding, and the Technique of Repository Work) is by no means neglected, the more academic parts (the lectures and classes in Palaeography and Diplomatic, in Languages and in Administrative History) do not attempt merely to teach the Student to read the classes of Documents he is likely to meet with in the particular work he is most likely to have entrusted to him. They are deliberately designed to be educational, not purely vocational; and to fit him for work on any Archives.

[4] It is interesting to note that the demand came more than once from a Crown Colony—Southern Rhodesia; which has now created a first-class Archives Department (for which a new building is to be erected) and called into partnership in this both Northern Rhodesia and Nyassaland; creating thus a new 'Central African Archives'.

[5] Hilary Jenkinson: *'The English Archivist: a New Profession: being an Inaugural Lecture for a new course in Archive Administration delivered at University College London 14 October 1947'* (H. K. Lewis & Co. Ltd.).

Closely connected with the scheme for a Course and Diploma in Archive Science was another for the setting up of a *Repair Centre.* At present, though at a few Local Repositories there are facilities for the repair of Documents there is practically no place where work of the highest class can be undertaken except the Public Record Office, whose Repairing Staff are allowed to undertake it extra-officially; and on the other hand with every fresh organisation of a Records branch by a Local Authority comes fresh recognition of the amount of such work which is urgently needed and increased demands either for its carrying out or for the supply of trained Repairers. The scheme which has been devised to meet this situation would provide a Centre at which a nucleus of Trained Repairers would instruct both those who wished to take up the work as a profession and those (Archivists, Librarians and others) who wished merely to know enough to be able to direct work in their own Repositories; while at the same time carrying out (for Repairing can only be learned by doing the work under supervision) repairs on Documents sent in, or brought in by Students, for the purpose.

This Scheme has not yet come to fruition, chiefly perhaps because of the difficulty of finding at present in London a suitable place for it; for though the space required is small the necessary conditions for safe custody and convenience are exacting. But I think there is little doubt that presently—soon, I must hope—demand in this case will create supply. Indeed, I look forward to the establishment in the future, once we have the necessary trained men to run them, of a number of such centres; and in due course the extension too of the work into the more difficult field of Repair-Binding. Nor is it only in the case of Repairs that we may hope that Training Centres will in due time arise in places other than London. For the Diploma in Archives Science itself there should, if all goes well, be sufficient demand to support more than one University Course: and indeed there are signs already that we may presently find our subject thus recognised in a number of Universities: Liverpool has, in fact, already started a Course. There will be need, in the interests of the future Archivists themselves, for some standardisation of the qualifications required from and supplied to their Students by such Schools: that, however, should not be too difficult a thing to achieve.

But it is time to pass from the general to the particular; from Local, Private and Ecclesiastical to National Archives; from Archives, large and small, scattered all over the Kingdom to the greatest

Repository of all in Chancery Lane: I must conclude by saying something of developments in my own Department.

The Public Records in War Time[6]

To have passed through the convulsions involved in evacuating a large proportion of the Public Records and in protecting the remainder during the bombings and conflagrations which destroyed so many of the buildings within a few hundred yards of ours, and to say nothing of it in this reminiscence of experiences during the last twenty-five years, would be obviously absurd: but it must be dismissed briefly.

The Evacuation problem had of course been discussed for some years before the event: there was in fact a good deal to puzzle us and little precedent to help; for in the War of 1914-1918 bombing had been comparatively rare and precautions against it not highly developed, though a certain quantity of Documents were removed to a safe position—a Prison in the West of England. The major parts of the problem were those of *Packing, Transport, Housing* and *Selection* of the Records for evacuation in some order of priority. The question of *Selection* (to take the last, but most technical, first) was solved by the construction of a series of categories of Records to be evacuated; beginning with a small one which included the principal items of spectacular and popular interest (the contents of the Museum, for example), we based the remainder rather on the consideration of scholarship value (which meant that Classes which had been dealt with fully in publications, though valuable in other ways, had a low priority in comparison with some of less intrinsic importance which were not available in print); and we concluded with a category of selections from Classes which had *not* been evacuated. The whole covered about half the contents of the buildings: and, to our surprise, the conditions of transport etc. (not forgetting the extreme awkwardness of our building as a loading centre) did not prevent us in the end from getting it all away.

Packing was conditioned by three facts: first, that we had to store in advance many thousand containers, which meant that they must be of card-board and collapsible; second, that they would have to be piled one on another, which meant that they must be most carefully filled and that, when filled, none must exceed in weight what a single man could lift to the level of his head; and third, that we should

[6] An article on this subject was published in *'The American Archivist'* during the War (January, 1944).

need to know exactly where every document was, which meant a simple but most carefully thought-out system of labelling and listing. That in these circumstances we got away 88,000 packages (about 2,000 tons) without accident, were able at any time (except during transit) to produce if necessary any single document and had all back in their places within a year of the end of the War, must therefore be regarded as something of a feat as well as a valuable experiment in large-scale movement.

The question of *Transport* in the end gave little difficulty. We used locked lorries almost exclusively (not trains), because no other method gave us sufficient control: a member of the Staff accompanied every lorry or convoy and could take action in case of accident or delay. *Housing* was more difficult because the space apparently available is fallacious (unless it is on the ground floor) when it comes to Records, owing to their weight. In the end we had seven temporary Repositories—a Duke's Castle, one of the most famous ancient Manor Houses in England, the wing of a Prison, a disused 'Casual Ward', two Private Mansions and a School: and it may be imagined that the provision of even a skeleton staff for these taxed our very modest resources.

Altogether the war in Chancery Lane was a night-mare of unfamiliar problems for an Archivist: but the rest of our experiences (apart, that is, from Evacuation) differed little (except for the necessity of preserving Custody in the Record Office) from those of other people. The Office, which had received a good deal of structural attention before War broke out, was guarded in a system of volunteer Shifts by the Staff; who were trained in fire-fighting, first-aid and so forth with the object of making us so far as possible self-sufficient. This was particularly necessary in the matter of fire-fighting for we were almost as much afraid of indiscreet watering as of fire. Actually, though a good many incendiary bombs fell on us, we never had any difficulty in dealing with them: but our near neighbours were more than once in a blaze close enough to make our walls uncomfortably hot and we took a hand in fighting their fires with our hose. Our building, in spite of its size, was only once hit by high explosive and no damage was done to Records.

'Reconstruction' and the Public Record Office

In 1938 the Office celebrated its centenary and it would have been natural then to look back on what we and our predecessors

had done, and forward to what remained for us and our successors: but the War was already very imminent and, our celebration over, we could think of little but Air Raid Precaution. In 1943, when one was beginning to see the possibility of an end to the War, one began also to think of the possibilities of Reconstruction and, with it, of reviewing the past and planning the future of our charge. This does not imply necessarily criticism of our predecessors. In a hundred years, and especially in the beginnings of a century of new work, mistakes must naturally be made which may not be detected for quite a long time: moreover in a hundred years new ideas come up, new and unforeseen interests arise, new methods are invented and new machinery made available. The close of such a period offers an obviously appropriate opportunity for surveying every section of the work and saying in effect 'how far have we got with this?' and 'what direction shall we take from here?'

In regard to certain sections or aspects one could say at once that comparatively recent review, and proposed reorganization, made it unnecessary to consider them for the moment. The *Search Room System,* for instance, had been thoroughly overhauled about the time of the Royal Commission (1910-1913) and in subsequent years; and though small detailed improvements might be continually invented (such as that to the lighting system in the Round Room in 1938) large-scale alterations must undoubtedly wait on the time when we should get the long desired and often postponed new building: not a thing to be thought of while the nation was still concerned with making good the ravages of War. Of the system of *Production of Documents from the Repository* for inspection—its Organization, Checking and Recording—the same might be said. In the Repository itself a thorough reorganization had taken place within the ten years previous to the War: the '*Summary*' (the great typescript volume in which are recorded all Groups and Classes in the Office, with their numbers, covering dates and exact positions) had been remade and the system of keeping it up-to-date perfected; the adoption of the Numerical System of References had been completed throughout all Classes; and the actual system of packing in the 140 Strong Rooms of the Office had been overhauled and altered to a logical plan of arrangement by Groups and Classes. The *Museum,* continually worked upon in the period between the two Wars, was more or less tied to using, primarily at least, the room on the historic site of the Old Rolls Chapel; and within these limits, and short of drastic changes in lighting and casing, which could not for the moment be contemplated,

was not susceptible of much change. Finally between 1922 and 1939 the *Repair and Binding* section, its methods, materials and organization (including the organization of the Private Work which the Repairing Staff was encouraged to undertake out of office hours) had been the subject of much, one might almost say continual work and thought; and that also could be regarded for the moment as being in a state which could continue by its own momentum.

Remained the question of Staff (but that might best be taken at the end of any general survey because it was largely conditioned by one's conclusions in regard to other matters); a final examination of the question how far existing space could be further economised or expanded by temporary measures to make possible certain immediate improvements; the settlement of future policy in regard to the perpetually growing mass of Records transferred by Departments, which had shown signs in recent years of assuming very alarming proportions; the kindred problem of our whole relation with Record-making Departments; and last but not least the review of our policy in regard to the making of our Records available to Students. It will be best to treat these under separate heads.

Post-War Expansions

The existing Building had frequently been declared in the past to be inconveniently full and by 1939 it really was so: fresh building (for which there is room on the site) was an imperative need before the War and has become one of the worst of our post-War problems. Alterations in the packing of the strong-rooms has now been carried to the limits of safety in the interests of providing extra space; for close packing may mean insufficient air-circulation and inadequate room for careful handling. Housing for the Records, for the Staff, for our guests of the Historical Manuscripts Commission and the National Register of Archives, and for our Library is as constricted as it can be made: we have no longer a Committee Room, nor any other luxury of free space—not even the empty strong-rooms necessary to make possible an adequate system of regular cleaning in the Repository—and the Library can only expand into corridors. The expedient of housing Departmental Records not open to the Public in a separate (provincial) building had been adopted ten years before the War and the relief afforded by it is now exhausted—indeed we are faced with the prospect of being obliged, as the 'open' date is advanced, to bring many of these Records back to the main Repository.

The sole new possibility in the present difficult times is the limited one (often canvassed before) of temporary hutments on ground adjacent to the building and this has in fact been, rather unwillingly, accepted. The use of buildings of this kind to house the Repairing and Photographic section has set free half a dozen rooms, one of which has been devoted to the much-needed provision of a Supplementary Exhibition Room in which from time to time some type of Records, or some subject, represented by only a few exhibits in the permanent Museum can be illustrated more comprehensively.[7] But these few extra rooms give, of course, only a very temporary relief and it is doubtful if the plan of non-permanent building can be carried much further. Real expansion must wait on large-scale new construction; and for this a scheme (not the first and perhaps, if delay is long, it may in its turn be superseded) has already been devised. Pending its realisation the only possible palliative would be the temporary removal of certain Classes of the Records which though open to public inspection are in fact seldom or never asked for to the separate Repository which houses the Departmental Records that have not yet been 'opened'. The policy of using a separate Repository for these last has been retained and probably would be even if large additions to the Chancery Lane Repository were immediately possible: but as has been said the bestowal of Departmental transfers in such a building only postpones till the time when they are 'opened' the question of providing for them in the building which houses Search Rooms and Students. The accommodation which has been found for them—for we lost our former out-station at Canterbury during the War—is conveniently near to Chancery Lane but is not permanently ours; so that the search for a new Repository in the suburbs or further out is also an immediate matter: more immediate even than expansion in Chancery Lane itself.

The Record Office and 'Limbo'

It might be thought that with such problems as the preceding already perplexing us we should be content: but in fact, in attempting to estimate and plan for post-War requirements of the Public Records, we have found it impossible to evade consideration of a matter long over-due for settlement and one which involves a housing problem even larger than that which faced us before. The Public Record

[7] The first of such Special Exhibitions—a display of some fifty *Treaties*—is at present open to the Public.

Office Act of 1838 places under the 'charge and superintendence' of the Master of the Rolls not only the Documents transferred from time to time by Departments but those not yet transferred: and though naturally no Master of the Rolls would attempt to regulate further than is done already[8] the treatment by Departments of the files which they have in current use, there are few Departments which have not, in addition to these, large and increasing masses of Documents not yet ripe for transfer (not all of them, probably, destined to be, in the end, transferred at all) which must be stored, perhaps worked on, and occasionally produced for reference. Not infrequently in the past pressure of space has led to Departmental Archives in this intermediate stage between currency and final bestowal among the Public Records being housed outside the Office of the Department to which they belong, generally in places hastily requisitioned to meet a sudden need and likely for that reason to be more or less unsuitable. In Record Office slang this phase in Archive development is referred to conveniently as 'Limbo': and I have ventured to adopt that word as my heading.

The problem of establishing some measure of control by the Record Office over Documents in this phase had been in the minds of some of us for many years: and the War made it a much more urgent matter. Statistics were collected and in 1943 a small inter-departmental Committee met to discuss this as a part of the general post-War problem of Record Housing. Briefly the conclusion reached was that since the Ministry of Works must in any case accept the responsibility for finding house-room for Documents belonging to Ministries and other Public Departments it would be at once more economical and much more efficient to provide a single large amount of accommodation in a suitable building suitably sited, in which Departments might from time to time occupy such space as they temporarily required for this purpose (including, when necessary, space for members of their Staff working on the Documents): and to place the whole building under the general supervision of the Record Office. The opinion of Departments on this proposal was sought and their approval obtained before the end of the War; and soon after that the opportunity presented itself unexpectedly, and was eagerly seized, of obtaining the necessary space. It is true that this was in five different places (all of the same kind, however, and all in London)

[8] By Statutes supplementing that of 1838 machinery is provided in the shape of a committee of 'Inspecting Officers' of the Public Record Office for regulating the destruction by Public Departments of Documents not considered to be of sufficient value to justify their permanent preservation as Public Records.

and that these could be ours only for a limited period, but the opportunity of making what had been only a plan into at least a partial reality was too good to be missed; and, to tell the tale briefly, vast quantities of Documents from some of the most important large Departments, while actually still in the charge of their original Custodians, have now been brought in this way under our limited control. Search for a single home for them of a more permanent character, if possible in some not too far out-lying district of London, is actively proceeding: and meanwhile the scheme is launched and the liaison most usefully (as can already be seen) established.

This question of the relation of Archive Departments to the active Departments of Public Administration, of allowing the Archivist some say in regard to the conservation of Documents, a proportion of which will ultimately be transferred to him, before that stage is actually reached, is one which must arise in all Countries; and I am happy to think that we have now at least attacked it in England. Indeed the settlement of the 'Limbo' problem in principle, and the beginning of its settlement in practice, makes it possible to shape much more clearly in our minds the future policy of the Record Office in regard to housing. It takes the form definitely of three establishments; the present Record Office in Chancery Lane, with enlargements, for the Classes open to public inspection,[9] for Students' Rooms, Library, Photography, Repair and the rest; a second Repository, within a distance which will make production by motor transport, when necessary, reasonably easy, for Classes transferred permanently to our custody but not yet open to inspection; and finally, further still perhaps, under our general control, the necessary space for all Departmental Documents in the intermediate stage between currency and the Record Office. If external circumstances allow it, full development of such an organization might well be seen within the next ten years: combined with a staff liaison which would make possible a continuity of method (in regard to arrangement, listing, make-up and so forth) at all stages, after that of the current file, in the life of what are to be ultimately Public Records.

Staff

I have touched on this subject more than once incidentally but it should have at least some passing mention under a separate heading.

[9] I have said nothing about the housing, and use, of new Record forms such as photographic and sound recordings but they must be, and are, included in any plans for extended accommodation in Chancery Lane and elsewhere.

Our Staff consists at present of the Deputy Keeper (appointed by the Master of the Rolls, *ex officio* Head of the Department); 22 'Assistant Keepers' of whom one is 'Principal Assistant Keeper' and 5 rank as 'Assistant Keepers Directing Sections": 15 'Executive Officers' (including 1 'Senior' and 3 'Higher'): 11 'Clerical Officers' or 'Clerical Assistants' and 4 'Typists': 1 'Office Keeper' ('Superintendent'): 64 'Attendants and Repairers'[10] (including 1 'Chief Binder', 1 'Chief Repairer', 9 'Foremen' and 'Sub-Foremen'): and 40 'Porter-Messengers'. Many of these are 'Departmental' Grades, i.e. though their Members are Civil Servants they are peculiar to the Department, serving under special conditions (not an unmixed blessing) and trained in the Office.

The above Establishment is the result of much post-War discussion. That continually increasing administrative duties make it a hard task to find the men for much that we would like to do goes without saying: it is common form in such institutions as ours and particularly in times like the present when many new developments are necessarily in progress. One recent change, however, deserves a special word—the introduction of the 'Executive' Class immediately below that of "Assistant Keepers'. The latter must always have one qualification not easy to come by—a first class knowledge of Latin: because so late as the eighteenth century that was still an official language in England. But the great increase in the volume of our modern Records, and of administrative work in connexion with these and with the 'Limbo' scheme, makes it probable that the future may add considerably to the work and the status of 'Executive' Officers in the Department: some of the present Members of this grade did valuable and responsible work on the Archives of the Control Commissions, to whom their services were made temporarily available.

Record Office Publications

Policy settled in regard to Storage and Conservation, and the question of Staff dismissed with the usual plaint that it might, with so much advantage, be so much larger, we come finally in our review to the great question of Publication. For many years, while there was still plenty of space in the Repository, while the problem of Modern Accruals had not yet assumed the importance it now has in the eyes both of Archivists and Historians, before the technical matters of

[10] Some of these are employed on Photographic duties: over twenty are Repairers or Binders; and the remainder supervise production or attend on the Public in the Search Rooms. A few extra Binders, not members of the Staff, are also supplied by the Stationery Office.

Repairs, Make-up, Photography and so forth had begun to be seen for the large and engrossing problems that they are and when the demands of Students in the Research Rooms were much less than now both in number and in variety, the Publication of printed volumes was considered by far the most important and valuable part of the functions of the Department: and since the Record Office produced in its first hundred years something very like a thousand volumes it cannot be said that this function has been neglected.[11] To survey and comment in any detail on so large a body of printed matter would obviously be impossible here; but the task has recently been undertaken by the Department in some detail. A new Consultative Committee, consisting of representatives appointed by every University in this country, assembled for the first time at the Record Office in 1947: and I shall endeavour to summarise the considerations and conclusions laid before it. I would emphasise again that this survey has not been made in a spirit of criticism but merely because, with the experience of a century behind us, and the new possibilities introduced by new conditions before our eyes, it was clearly our duty to see what changes or innovations might be feasible and desirable: especially in view of the very strictly limited amounts of Staff, Expenditure and Publication available.

In the first place then, 'straight' Publication—the printing of exact Transcripts, or at least full 'Calendars' (i.e. précis), which may be supposed to absolve most Students from the necessity of consulting the originals, has touched—can touch—only the fringe of the problem, even if we limit consideration to Documents no later in date than 1500 we have dealt in our volumes with only a fraction of one per cent. Moreover (a second serious consideration) what we have published is at present exceedingly one-sided because we have not yet touched the half-dozen great series of Exchequer Enrolments dating from the twelfth and thirteenth centuries. Thirdly, though a considerable beginning has been made with the more important of the series which commence in the sixteenth and seventeenth century (the *State Papers, Treasury Records, Privy Council Register* and so forth) there are vast fields here (Legal and Financial for example) which have hardly been approached. Moreover, publication even in the series I have named proceeds much too slowly: the extreme instance is that of the *State Papers Foreign,* where eleven volumes,

[11] The scope of Record Office Publications may best be studied in the List (*'List Q'*, or *'Sectional List No. 24'* as it is now called) which is issued from time to time by H. M. Stationery Office.

covering only eight years of the reign of Queen Elizabeth, have been published in forty years; which suggests that completion down to (say) the reign of Charles II will be a matter of centuries. Fourthly, publication of the Departmental Records which begin with the eighteenth century has not been attempted (except in the shape of very jejune Lists) and the problem is of course a growing one: and closely connected with this is the question of publications other than Lists, Calendars and Transcripts. Notable among these are the *'Deputy Keeper's Report* (which in process of years has become a somewhat arid compilation and has in fact, for some considerable time past been submitted only in typescript) and the invaluable *'Guide' to the Office;* which (though the form of the present edition is an immense improvement on its predecessors) is still susceptible of some modifications and additions and, in particular, fails to deal with the problem of notifying in reasonable time to interested students the nature and quantity of accruing Records. Affecting all the above is a sixth consideration—the fact that the Record Office has in the past expended a considerable amount of energy and available publication on volumes very valuable in themselves but drawn from Documents not in its custody—the *'Chronicles and Memorials'*, printing Manuscripts which are not in any sense Archives, and the Calendars of Vatican Registers and other Archives in Foreign Countries.

A seventh point which may be considered of less importance but which also affects all the others is that Editorial Method (though the necessity for flexibility is of course understood) has become in process of time a good deal more irregular than is necessary or desirable and is at some points distinctly susceptible of improvement: though sound principles for indexing Persons and Places (for example) were laid down long ago the same has never been done for Subjects, the scope of Introductions and their relation to Text and Index needs definition, Rules for précis-making are lacking, and the effect at all points of sound typographical conventions has been neglected. Finally, it is suggested that external changes—notably the immensely altered conditions of transport, the introduction of the Typewriter, and the invention of new means of cheap and rapid photographic reproduction of Documents must have altered the nature of Students' requirements: that 'Publication' might well be held now to include other methods of conveying information in addition to Printing.

Some of these considerations have suggested changes or new work which have already been or may soon be put in hand. New

Office Rules or Arrangements, for example, governing Indexes, Introductions (which will be made more strictly factual and related closely to the Subject Index) and the methods of preparing Texts have all been made or are in process of making; Typographical matters have been carefully reviewed in conference with the Stationery Office; the policy of restricting Record Office Publications to Documents in the Record Office has been definitely, if regretfully, approved; and while it is agreed that for the earliest medieval series publication by transcript or very full calendar must continue, it is planned to adopt extensively for later series the use of comprehensive 'Descriptive Lists' in place of Calendars. This last scheme has in fact been applied already to the *State Papers Foreign*. The Deputy Keeper's Report is once more to be printed and in a rather more narrative form—the first is in course of production as the present notes are written. The *Guide* is to be re-edited in sections, which will make production, or re-production, of any desired part more easy and rapid; and the Introductory Section to this is also well forward: it is to be a *Guide to the Public Record Office*, not to the Public Records only.

Other plans are more of a 'long-term' character: it has been decided for instance to make arrangements for at least five new series of medieval Exchequer volumes and preparation of one has actually been begun: but it will be many years, under the most favourable circumstances, before the results of this begin to make themselves felt.[12] Again, in regard to modern Records it is planned to make extensive use of the 'Descriptive List' form, the assumption being that with constantly increasing facilities for cheap microphotography these should enable the distant Student to get what he wants from the Documents with a minimum of effort and expense; but the preparation of such Lists in large quantities must be, at the best, a matter of considerable time and there are preliminary problems to be solved. What of the Staff for such work? (we are trying to find a partial solution for this in a new scheme under which we shall take in temporarily young graduates from the Universities for training and a short period of editorial work); and what of the Distribution of these Lists when made? are they to be printed? (that is probably not feasible) or distributed in typescript form to certain of the great University and other Libraries? or made available themselves by microphotography upon order? These are matters yet to be settled.

[12] A plan has been approved for issuing a single advance volume—an Introduction to and Survey of Exchequer Records.

Conclusion

But I must not take up further space with what are anticipations, plans for work which may be executed by other hands, rather than reminiscences of that in which I have had a share. I can only hope that they and other good new things may come to undisturbed fruition: and that this account of Archive work in England during a period of years which has been torn asunder by two Wars may be consulted occasionally by Indian Archivists working on parallel lines during a long period of Peace.

ARCHIVES IN THE UNITED STATES OF AMERICA

SOLON J. BUCK

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LIFE IN THE UNITED STATES would be simpler, for archivists, if we had followed the British example and called our National Archives the Public Record Office. Then the man in the street would have some conception of its function upon hearing its name. As you in India have done, however, we adopted the French rather than the English practice, and we call our institution for preserving the non-current official records of our Federal Government the National Archives. Most of us in the United States use the word "archives" to mean an organized body of official records of an agency, organization, or institution, public or private, that has been preserved in official custody. We do not usually apply the word to collections of miscellaneous historical manuscripts, no matter how valuable they may be. We also use the word "archives," in the plural form, to denote an institution that has as its function the preservation and servicing of bodies of records, or archives.

The differences between the status of archives and records in our country and in some others are due in part to differences in social and political organization, especially in the location of authority. Our central Government is more like that of India than that of England. That is, it is federal in character, and many of the responsibilities and activities of a central government such as that of England pertain in our country to the separate States or even to the counties and municipalities. As a consequence our National Government has no jurisdiction over archives or records except those that result from its own activities. Moreover, neither our National Government nor our State or local governments can exercise any authority over private, ecclesiastical, or business records, unless they have been voluntarily placed in the custody of a governmental institution.

The centralization of records or archives in institutions especially designed to care for them did not take place to any considerable extent in the United States until about the end of the nineteenth century. Even thereafter for many years most of the institutions that had charge of archives were also historical societies or libraries and did not have much knowledge of the principles of archives administration as they had developed in Europe over the centuries.

We had no central institution to care for the records of our Federal Government until the National Archives of the United States was established in 1934. Before that there were, in two or three of the major departments of the Government, bureaus or divisions that had special responsibility for non-current records, but most of the older non-current records of the Federal Government remained in the custody of the filing offices of the various bureaus that had accumulated them. These offices were primarily interested, of course, in the current records; and the older material was usually stored in attics and basements, where it was practically inaccessible and frequently suffered much damage from those enemies of documents identified by an English archivist of Queen Elizabeth's time as "Fier, Water, Ratts and Myce, Misplaceinge, even plaine taking of them away." Since 1934, however, great progress has been made. Nearly all the extant valuable non-current records of departments and offices of the Federal Government are now in the National Archives, where their preservation is assured.

The problem of the mere physical bulk of these Federal records is a very difficult one for the National Archives. Though our country's history is short, the quantity of material that has been filed as records, especially in the last half century, is so great that it threatens to overwhelm not only the archivists but also the scholars and officials who have occasion to consult the records. On July 1, 1948, there were in the custody of our National Archives over 850,000 cubic feet of records. Since the invention of the typewriter, the making of records has become almost too easy. Much is recorded and filed that might well be left unrecorded or be disposed of as soon as it has served a temporary purpose. As a result of this problem of the size of its holdings, our National Archives has worked out certain ways of dealing with records that differ from those of institutions holding chiefly the relatively small bulk of manuscript material that has come down to us from the centuries before the industrial revolution. To deal with the records of the machine age man needs machines!

Shipments of records are usually brought into the National Archives building in covered motor trucks. As soon as possible after their receipt, they are examined by the Cleaning and Rehabilitation Branch and are given such treatment as may be necessary and feasible. To destroy fungi and vermin, all records entering the building are fumigated with a mixture of ethylene oxide and carbon dioxide in a vacuum chamber large enough to accommodate 300 cubic feet of material at one fumigation. When papers are dusty or dirty they are

cleaned by means of compressed air released through a specially designed air gun. Folded documents that are to be unfolded are placed in a special vault on stainless steel racks and there are exposed to air containing a high percentage of water vapour. After humidification the papers are opened and are ironed in an electrically heated mangle, or, if fragile, they are pressed between blotters. Torn or damaged documents are repaired by lamination with two sheets of very thin and perfectly transparent cellulose acetate foil, which fuses with the paper upon the application of heat and pressure in a large hydraulic press equipped with steam-heated platens. The National Archives has two such presses, each of which has a capacity of 400,000 letter-size sheets annually. Thus the rehabilitation of documents has been put on a mass-production basis. The initial cost of the equipment is high, but its use saves many hours of the manpower that would be required if manual processes of repair were used. Even with the equipment used, the fifteen workers of the Cleaning and Rehabilitation Branch have more work than they can do.

When large shipments are received it is usually necessary to send material on to the stacks as soon as it is fumigated and cleaned, but, as rapidly as facilities and staff permit, sections of it are returned to the Cleaning and Rehabilitation Branch for further treatment. The stack area of the Archives building is windowless. In addition to being shielded from daylight there, the papers are surrounded by air that is carefully conditioned. The temperature is kept between 65 and 75 degrees Fahrenheit, the relative humidity is held between 45 and 55 per cent, and the air is washed and treated to reduce its chemical and dust content. The records are further protected by elaborate devices for detecting and preventing fire and unauthorized entry into the stack sections.

The records in the National Archives have been arranged in some 250 "record groups". In general each of these groups contains all the non-current records believed to be worth permanent preservation of one of the major bureaus or independent offices of the Federal Government. Again because of the size of the holdings, the record groups, or the subgroups or series within them and not the individual documents have to be the units by which the records are described or inventoried. It would be utterly impracticable to attempt to make a calendar, catalogue, list, or index, document by document, of the material in a large record group. Each group is described in general terms in a new edition of the *Guide to the Material in the National Archives,* which is now in press and will run to about 700 pages. In

addition, the staff of the National Archives is compiling, as rapidly as possible, preliminary inventories of the records in each of the groups. These inventories are called preliminary because the arrangement of the records has not yet been perfected and the inventories will be revised from time to time. They list the records by what we call "series", meaning thereby papers that were originally filed together and must be kept together because of their inter-relationships. Unfortunately, most of our Government's unbound records are not in dossiers or case-files but are in bulky series of files arranged according to the wide variety of filing systems in use in different Government agencies at different times. In accordance with the recognized principle of provenance, the archivists do not usually rearrange the records except to correct mistakes, and that makes possible the use of the various original lists, catalogues, indexes, and other finding aids that were compiled when the records were in current use.

The problem of the physical bulk of extant Government records has also forced the National Archives to work out new systems for the disposal of records not worth preserving. Although there are, as I have said, some 850,000 cubic feet of records in the National Archives, the quantity of records remaining in the custody of the other agencies of the Federal Government is many times as great. Most of these records, however, are relatively recent and a very large proportion of them have only temporary value for any purpose and will be discarded in the course of time. The National Archives has much responsibility with reference to the disposal of worthless records, for no records of the Federal Government may legally be discarded unless the Archivist of the United States has decided that they are not worth preserving. In order to make easier the process of disposing of worthless papers, the National Archives has worked out a system of scheduling records by types, with indications of the number of years that the records of each type must be preserved. These schedules make it possible for the offices to discard the records described in them after they have reached the required age and without any further reference to the National Archives.

Many of the records still in the custody of other agencies of the Government have enduring values, however, and should be preserved permanently. Such records, when they are no longer needed in connection with the ordinary work of the agencies that have accumulated them, are expected to be transferred to the National Archives. Some valuable records become non-current when they are only a year or two old; others remain in current use for twenty or thirty years, or even

longer. Here again the National Archives is working out schedules with the offices, which are in the nature of agreements on their part to transfer records of certain types when they have reached a certain age, and on the part of the National Archives to accept such records. The Archives is not required, however, to take records if it does not consider them to be of enduring value or if it does not have the space available in which to care for them.

It soon became apparent to the staff of the National Archives that the appraising of records to determine whether they should be transferred to the Archives, retained somewhat longer by the offices, or disposed of as worthless papers was made difficult by the unsatisfactory methods of filing and of management of current records in most of the offices. A great deal of effort, therefore, has been devoted to persuading the agencies to file their records of enduring value separately from those that have only temporary values and to close their files and start new ones from time to time so that the non-current records will not be so intermingled with current records that it will be difficult if not impossible to segregate them either for discarding or for transfer to the National Archives. These efforts have had very valuable results, especially with reference to the temporary offices of the Federal Government that were set up during the last war. As such offices have been discontinued the care of their records has become a responsibility of the National Archives. Fortunately many of them employed competent persons as records officers, often persons who had been members of the staff of the National Archives, and under their direction the records were so organized and arranged that it has been possible to segregate for preservation the relatively small proportion of them that deals with policy and other matters of importance and continuing interest and to provide for the destruction of the remainder without serious danger of loss to future administration or research.

About the time of the beginning of the war, some of the major departments of the Government, such as the Army and Navy Departments, made provision for the administration of their records by competent officials who understand the archival point of view. Because of the vast quantities of records that they have to deal with, and also because many of the offices that accumulated the records are no longer in existence, these departments have found it necessary to establish what we call "intermediate depositories", where records of discontinued units and offices and other non-current records of the departments are centralized pending the time when they can be either destroyed or transferred to the National Archives. Most of these depositories are

outside of Washington and one of them, a depository for Army records in St. Louis, Missouri, has many more records in its charge than does the National Archives and has a much larger number of employees than the 352 persons on the Archives staff.

Once records have come into the custody of the Archives, they are as a rule accessible to the public. It is not the practice, as it is in some European archives, to refuse access to records until they have been arranged and inventoried. The archivists render the best service they can on them from the time they are received. Of course, some records in the National Archives of a confidential character are restricted or closed to the public. For example, part of the records of the Department of State dating from 1922 to 1944 may be consulted only with permission of officials of the Department. The records of this Department down to the year 1922, however, are open without restriction, a situation that compares very favourably with that of the foreign office records of other nations.

Partly because many records are only a few years old when they come to the National Archives, much of the service on them is rendered to the agencies from which the records are received. Much is also rendered to other agencies of the Government, and one of the greatest advantages resulting from the centralization of non-current records in the National Archives is the fact that they then become available for use by agencies other than those that originally accumulated them. Much service is also rendered to scholars, not only to historians, but also to economists, political scientists, sociologists, and occasionally even to natural scientists. Even more services are rendered to individual citizens—lawyers, business men, genealogists, and others—who seek specific evidence or information that may be useful to them in some way.

These services are rendered in four different ways. In the first place records are frequently loaned to agencies of the Government, though never to private individuals. Although that is a very troublesome service, sometimes involving difficulty in getting the documents back, without it many of the records would not come into the custody of the Archives until many more years had elapsed, and in the meantime some of them might not be properly cared for. In the second place, records are made available to those who want to use them—Government officials, scholars, and others—in the search-rooms of the National Archives. The general search-rooms, which are equipped to accommodate one hundred workers, are open every day except Sunday—from 8-45 a.m. to 10 p.m. on Mondays to Fridays inclusive and

from 8-45 a.m. to 5-15 p.m. on Saturdays. Many searchers also work in the divisional search-rooms, which are in the stack area and adjacent to the records in the custody of the various divisions. Here in the search-rooms the searcher may consult the inventories and other finding aids that are available, and here he is aided, when necessary, by members of the staff in determining the material needed. In the third place, a great deal of information taken from records in the custody of the Archives is supplied in response to requests received by mail or by telephone. And, finally, reproductions of records are made by photostat or by microphotography for those who desire them. No charge is made for this service to offices or officials of the Federal Government ; for others it is rendered at cost.

From what I have already said, it should be clear that one should not expect to find in the National Archives our colonial and Revolutionary records, with the possible exception of the records of the Continental Congress, which was our central Government from the Declaration of Independence until the adoption of the Constitution in 1787. As a matter of fact, the main body of the records of the Continental Congress, which includes our Declaration of Independence and our Constitution, is in the Library of Congress, with which these records were deposited many years before the National Archives was established. Most of the colonial and Revolutionary records, however, are kept by the thirteen original States that existed as colonies before the Declaration of Independence. Although some provision has been made for the care of such records in all of those States, only three or four of them, I regret to say, have adequate archival agencies, among which the Maryland Hall of Records is perhaps outstanding. In the western States such centralization of state archives or records as has taken place thus far has usually been accomplished by State historical societies or departments of archives and history, which have not as a rule had the facilities or personnel trained for archival work that they need to enable them to do an adequate job in this field. An outstanding exception is the Archives of Illinois, which although it is a department of the State Library, is largely autonomous and has a fine modern building devoted entirely to its work. Generally speaking, it may be said that most of the non-current records of our States are still in the custody of the various State offices that accumulated them and are not cared for in accordance with archival principles. There are, however, movements under way in a number of States, notably in the great States of New York and Pennsylvania, which, it is hoped, will lead to

the erection of archives buildings and the establishment of distinct archival agencies or public records offices in the near future.

Local public records in the United States are usually even worse cared for. Not one of our great cities has as yet established a municipal archives or made provision for the centralization of its valuable non-current records. Records of counties, towns, and villages, regardless of their age or historical value, are usually kept by local officials who have little knowledge of their value. In a few States, notably Connecticut and New York, State officials have been specially designated to see to it that local records are properly cared for, and in a number of the eastern States some of the older and more important local records have been deposited in the State archival agency. During the depression of the 1930's the Historical Records Survey, a Federal agency established to provide work for unemployed persons, made inventories of the records of most of the counties and some of the cities of the country, so that at least we have the possibility of knowing what local records were in existence at that time.

The situation with reference to business records—that is, the records of private firms and corporations—is much the same, but it shows signs of improvement. Libraries and historical societies, notably the Baker Library of Harvard University, the Library of the University of Virginia, and the Newberry Library in Chicago, have collected and are preserving vast quantities of records of former business establishments and also older records of existing corporations. A more promising development, however, is seen in the tendency of a number of large corporations to set up their own archives, sometimes managed by professional archivists, which care for their non-current records that are worth preservation. Notable among these corporations are the Firestone Rubber Company of Akron, Ohio ; the Denver and Rio Grande Railroad Company, with headquarters in Denver, Colorado ; and the Westinghouse Company of Pittsburgh, Pennsylvania. A group of historians and archivists in New York City has set up a special service agency to assist business firms in managing their records, appraising them, and segregating and caring for such of them as ought to be permanently preserved. It is hoped that arrangements may be made for a special depository in which such records may be preserved, at the expense of the owners, and may be available, with their permission, for use by scholars.

Church records also have until recently received little professional archival attention and are still widely scattered throughout the United States. Many of them fortunately were also inventoried by the

Historical Records Survey. During the last decade or so some of the major denominations, notably the Roman Catholic Church, have made considerable progress in centralizing important church records and in training the custodians of such records in archives administration.

The collection and preservation of personal and family papers—or "historical manuscripts," as we frequently call them—has been carried on actively for many years by the Division of Manuscripts of the Library of Congress, by similar divisions of other large libraries, and by State and local historical societies throughout the country. Although the Historical Records Survey gathered considerable information concerning such collections, we do not yet have an adequate inventory of them. Many personal papers of great historical value still remain, of course, in the possession of persons who accumulated them or of their descendants, and there are also many private collectors who have acquired, by purchase or otherwise, quantities of individual documents of special interest and value. The sale of "autographs" to such collectors and to historical societies and libraries is an extensive business enterprise in the United States, and it frequently results in the breaking up of groups of papers that, from the standpoint of research value, ought to be kept together.

The repositories of personal papers and other historical manuscripts, as well as those of archives, are confronted with the problem of bulk, unless they confine their collections to an early period or a very limited field. This may be illustrated by a comparison of the sizes of two groups of papers in the Division of Manuscripts of the Library of Congress; the George Washington Papers are estimated to number about 37,000 documents, which is unusually large for eighteenth century collections, while those of William Howard Taft, mainly twentieth century papers, amount to about 260,000. It is obvious that principles of selection for preservation, with reference both to collections and the materials in them, will have to be developed, but it is also obvious that the quantity of twentieth century historical manuscripts that will have to be preserved, if the story of mankind in that century is to be adequately documented, will be vastly greater than the quantity that has been preserved for any previous century.

The most serious aspect of this problem of bulk is not the obvious one of space and equipment for preservation, but it is rather that of arrangement and control to make the material usable. The older procedures of meticulous re-arrangement in chronological order of all documents in a collection of personal papers, of mounting and binding

them in that order, and of making card indexes, catalogues, or calendars of them, piece by piece, are gradually being abandoned, so far as bulky recent collections are concerned at least. The tendency is in the direction of recognizing and preserving whatever arrangement may have been given to the papers by the original accumulator or his assistants, filing them in folders (using the original folders if possible), putting the folders in cartons similar to transfer boxes, and shelving the labelled boxes. Finding aids will have to be confined, as a rule, to overall descriptions of the collections and inventories by series or files, unless original indexes accompany the papers. The system will not make it easy to find a specific letter written by a given person on a given date, but it will enable the investigator to determine what collections, or series, or files are likely to contain pertinent material and it will preserve significant interrelationships among documents that have sometimes been lost under arbitrary systems of rearrangement.

The problem of distinguishing between the personal papers of important public officers and the official records of their offices has aroused a great deal of interest in the United States in recent months. Traditionally, our presidents have considered the papers that accumulated in the White House during their administrations as personal papers and have carried away such of them as they did not destroy. In many cases such papers of the presidents have later been acquired by the Library of Congress by gift or by purchase and are now preserved as part of our cultural heritage. The papers of President Hoover have been deposited in a special library set up by him at Stanford University, California, and those of President Hayes are preserved in a special library in Ohio under the supervision of the Ohio State Archaelogical and Historical Society.

The quantity of papers that accumulated in the White House during the administrations of President Franklin D. Roosevelt was very much greater than accumulated by any of his predecessors. Realizing that these papers would ultimately be of great historical value and public interest, President Roosevelt persuaded Congress to establish a special institution to care for them. That institution, known as the Franklin D. Roosevelt Library, is situated at Hyde Park, New York, adjacent to the President's former home, which is now a "national monument" maintained by the Government. The building for the Franklin D. Roosevelt Library was constructed with funds raised by private subscription and was then turned over to the Federal Government, which agreed to maintain it and the materials housed in

it. Those materials include, in addition to the papers of President Roosevelt, other collections of related personal papers and a considerable museum of objects collected by or relating to the former President, which is visited by hundreds of thousands of people every year. The Franklin D. Roosevelt Library is under the general supervision of the Archivist of the United States, but it is not considered to be a part of the National Archives proper. Some of the papers of President Roosevelt in the Library are already available for use by scholars, and more of them are being made available as rapidly as they can be examined and arranged.

From what I have said, it is apparent that the archival profession is a very recent one in the United States. The first course designed for the training of archivists was given by me at Columbia University only ten years ago, and I regret to have to admit that the instructor did not know much more about his subject than did his students. Since 1939 such a course has been given annually in Washington, under the auspices of the American University and the National Archives, and several hundred students have taken that course or the short summer course that has also been given during the last four years. These training courses have benefitted very greatly from the participation of Dr. Ernst Posner, who was formerly a professional archivist in Germany and who removed to the United States in 1939 and has become a citizen of our country. Since 1941, when I became Archivist of the United States, he has carried the full responsibility for these training courses.

When I first attempted to teach archives administration in 1938, there was very little material available in English that was appropriate for use in such a course. Since then, however, a number of important books and articles have been translated into English from continental languages and a surprisingly large number of useful articles have been written in English. The establishment of the Society of American Archivists eleven years ago and the inauguration of its quarterly journal, *The American Archivist,* soon thereafter, have accomplished a great deal for the promotion of the archival profession in the United States. The progress that will be made in the future depends, however, in large part upon the extent to which archival institutions and repositories of manuscripts are able to establish themselves as agencies that are important and even necessary to society. In the long run the adequacy and success of archival work will depend upon the extent to which its social value is appreciated by the intelligent public.

In conclusion, I want to say that we in the United States recognize, as do archivists in India and elsewhere, that we must look beyond the boundaries of our own country. In this modern world, the archives of all countries are interrelated, and only when all of them are taken into consideration will it be possible to understand the development of modern civilization in all its aspects. Moreover, information about the activities, methods and accomplishments of archivists in other countries will help all of us to improve our own work. As a consequence, we in the United States have been much gratified by recent evidences of international cooperation in the archival field. In our own hemisphere, some years ago, there was organized a regional group, the Association of Librarians, Archivists, and Custodians of Museums of the Caribbean area. Recently there has been organized an Inter-American Committee on Archives of the Commission on History of the Pan-American Institute of Geography and History. We hope that in the course of time this committee, of which I have the honour to be a member, will arrange for the holding of an Inter-American Congress of Archivists.

After considerable preliminary work and discussion by archivists in the United States and elsewhere, the first formal step toward establishing a world-wide organization of archivists was taken in June, 1948. Under the auspices of the United Nations Educational, Scientific, and Cultural Organization—UNESCO—a committee of archivists, invited by UNESCO, met in Paris to consider and decide upon proposals for an international archives organization. The participating archivists represented Czechoslovakia, France, Italy, Mexico, the Netherlands, Norway, the United Kingdom (England), and the United States; and observers were present from Australia and from the American Military Government in Germany. An International Council on Archives was established, a constitution was adopted, officers were elected, and it was tentatively agreed to hold the first International Congress of Archivists in Paris in 1950, probably in the week preceding the contemplated first post-war International Congress of Historical Sciences. It is our hope that when this meeting takes place, archivists from India and other "Far Eastern" nations will be present and will help to integrate the archivist's "One World."

UNESCO'S CONCERN WITH ARCHIVES

ERNST POSNER

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THE UNITED STATES NATIONAL COMMISSION FOR UNESCO has "concluded, and so reported to the Secretary of State, that all proposed activities of UNESCO should be judged by their relation to UNESCO's constitutional purpose 'to contribute to peace and security by promoting collaboration among the nations through education, science and culture'."[1] The word "peace" in this statement is to be "understood in a positive rather than a negative sense," according to the interpretation given it by the United States Delegation to the first session of the General Conference in Paris. It is to be understood as "a condition of mutual confidence, harmony of purpose, and co-ordination of activities in which free men and women can live a satisfactory life."[2] How, it may be asked, can archives "contribute to peace" as "a condition of mutual understanding" between the peoples?

International understanding as a goal for the future is predicated on an outlook on the past that is untinged by national prejudice and bias, and cannot be achieved as long as nations violently disagree on the interpretation of historical events. Rightly therefore "plans for a comprehensive revision of textbooks and teaching materials in the interest of international truthfulness, international understanding, and international peace"[3] have received much emphasis in the basic programme of UNESCO. Textbooks, however, represent a condensation for educational purposes of research work, and truly objective textbooks cannot be hoped for unless scholars succeed in analyzing past events with that spirit of international truthfulness that is the prerequisite of mutual understanding.

An objective analysis of the past does not only depend on the scholar's will to use his sources objectively and to represent results *sine ira et studio.* It is also contingent on the availability of all pertinent research materials. Realizing the importance of removing

[1] United States Delegation to the United Nations Educational, Scientific, and Cultural Organization, First General Conference, Paris, 1946. *Report . . .* Washington, Government Printing Office, 1947 (State Department, Conference Series 97), p. 9.
[2] *Ibid.*
[3] *Ibid.*, p. 11.

barriers that "exist in connection with libraries and museums," the commentary of the Drafting Committee of the Paris Conference urges that studies be made "of discriminatory commercial rates, of bureaucratic customs formalities, of unnecessary high postal rates and of similar obstacles to the movement of books and other materials of communication."[4] Undoubtedly, the removal of all such difficulties will be beneficial to the scholar but it will solve only part of his problem.

Research in the field of history, and of the social sciences in general, depends not only on printed sources but also on the unprinted materials of archival and manuscript depositories, and, for research in the more recent phases of history especially, the use of such unprinted sources becomes increasingly important and indispensable. For centuries books, newspapers, and pamphlets have moved more or less unhampered across the national boundaries and have been the common intellectual property of the world. Archives, on the other hand, were not opened to scholarly research until during the French Revolution, and even after that governments for many decades remained loath to admit the scholar to the use of their official records. Nevertheless, the right of the citizen to examine records of his government, if they are not of a restricted nature, became firmly established, and it made possible to a large extent the flourishing of historical research during the period of nationalism that led to the two world wars.

It was, however, the native scholar chiefly who benefitted from the increasingly liberal attitude of governments. There remained throughout the 19th and 20th centuries a greater or lesser amount of discrimination against the foreign scholar desirous of using the archives of another country than his own. While this discrimination might be reduced to a minimum between allied and friendly countries it became manifest in cases in which relations between the foreign scholar's state and the state whose archives he wished to use were tense or unfriendly, and governments would resort to a variety of delays and subterfuges to bar a foreign scholar from access to records they did not wish him to see.

In the first place, procedure governing admission of all foreign scholars to archival research rooms was cumbersome and involved. While natives obtained admission by simply applying to the archival authorities, a foreigner had to use the good offices of his diplomatic representative who forwarded his application to the foreign office of

[4] *Ibid.*, p. 83.

the respective country. The foreign office, in turn, would send it on to the ministry in charge of archival matters, the ministry would ask for the reports of the archival depositories whose holdings the foreign scholar wished to consult and finally the decision would be communicated to the petitioner through the same complicated channels. That four to eight weeks were needed to complete this procedure is not surprising, and if the foreign scholar was naive enough to start it after arriving at his place of destination the time set aside for his work had mostly expired before he obtained his permit.

Frequently, use of records by a foreign scholar whose research topic was not looked upon favourably by the government of another country could thus be effectively prevented by means of delay and simple red tape. Excuses of a dubious character had to be resorted to if he was experienced enough to start his application well in advance. In such cases, he might be told that the records he wished to see were in the process of being arranged and inventoried, or that the government was planning to make them available in an official publication and could not allow private scholars to use them.

European scholars who wished to see records of foreign governments for research on controversial or delicate topics could tell many stories of fruitless efforts to obtain access to them. One typical case may be related in detail: in the 1930's a German scholar, working on the devastation of the Palatinate during the campaigns of Louis XIV, applied and obtained permission to use the pertinent materials of the Archives of the French Ministry of War. When he arrived in Paris, however, he learned that his permit had already expired (although he had not been told that it was limited) and that he could not see the records. When he re-applied he was notified that the French Government was examining into the question of their publication and that therefore they could not be made available to a private searcher.

Similar tactics were applied in other European countries. For a long time, Danish scholars had the greatest difficulties in obtaining access to the Prussian records on the Schleswig-Holstein question, and between Prussia-Germany and Poland something equivalent to a status of archival war existed from the end of the first to the beginning of the second world war. While Prussian scholars were not allowed to see certain records pertaining to Prussian administration of Polish territory that had been delivered to Poland in 1807, Polish scholars were more or less completely barred from access to the Berlin records that were indispensable for research in the 19th and 20th century

history of Poland's formerly Prussian provinces and in the Polish policy of the Prussian and German Governments. As a matter of fact, applications of all Polish scholars were received and handled with the greatest suspicion. Even if they seemed to be interested in subjects of a perfectly innocent kind, it was feared that they would abuse their searcher privileges to get access to materials they were not supposed to see.

Generally speaking, historians and other social scientists of the pre-war period were not assured of free and unhampered access to archives as one of the most important classes of research material. The moment they extended their studies to archival materials of other countries, they were likely to run into administrative obstacles and possibly into ill will on the part of governments that were averse to grant to the foreigner the privileges they accorded their nationals.

It seems imperative to remedy this situation if we intend to achieve an internationally-minded interpretation of the past. How can we hope to arrive at textbooks that do not "poison the minds of children and young people"[5] as long as access to the primary research material of history is contingent upon the nationality of the searcher and as long as records that may reflect unfavourably upon policies and activities of a state are reserved for the trusted, that is the nationality biased scholar? Free and equal access "by the citizens of all countries"[6] to archival materials must be guaranteed if their truthful and unbiased use, a prerequisite of truthful and unbiased treatment of past events, is to be guaranteed.

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At present, accessibility of archival materials depends solely on the discretion of the government that owns them. What we must strive for is that they become available to all searchers of all nations under uniform terms, and it is UNESCO alone that can remove existing barriers by pronouncing a bill of rights for the user of archives. UNESCO should draft a "code of principles or ethics" that would govern all nations in giving access to their archives, and it should use its machinery to see to it that this code is constantly and faithfully adhered to by its member states. The French Revolution opened the doors of the archives of the French Kings to the citizens of France. It is our hope that UNESCO will open the archives of all countries to the citizens of the new world. By doing so, it will help to lay the foundations of "mutual confidence" among nations and thus "contribute to peace and security".

[5] *Ibid.*, p. 11.

[6] *Ibid.*, p. 101.

THE WOODSTOCK (OXFORDSHIRE) TOWN ARCHIVES

R. B. RAMSBOTHAM

WOODSTOCK is one of the smallest towns in England, with a population of less than 2,000. It is 8 miles north of Oxford, on the main road to the north. But, though small, it has long been prominent in English history. King Alfred translated "the consolations" of Boöthius in Woodstock. In Plantagenet days it was the site of a favourite royal hunting box, and the Black Prince was born there. Naturally there grew up round the Court a small body of traders and Court employees who made use of their situation to obtain from King Henry VI, a charter of self-government, under a mayor, aldermen, and common councillors. This charter, dated 29 Henry VI (1451) has been lost, but it is among the Charters enumerated in the Charter-roll at the Public Record Office, London, and its existence is referred to in subsequent charters (several of which are "inspeximus" charters) granted to the town.

These charters and papers, like those in many an English country town and family, have received little care or attention; the fact that so much has survived can only be ascribed to freedom from foreign invasion, and the almost immortal qualities of vellum and parchment, which resist heat and cold, damp and dryness, and even mice and insects in a way that no other material, that I know of, does.

After the close of the last war, when we had at last a little leisure for other things than self-protection, and such war service as the aged could render, I obtained permission from the Council to make a close examination of these records, and the process has taken me nearly three years. A preliminary examination revealed that the documents had been examined by some trained student of historical documents at some earlier date, and some of the more valuable had been set aside, but some had actually been pasted in a book too small to hold them: certain others had escaped observation including the original demand for the second writ of shipmoney, 1635, which was the leading factor in the causes that led to the Civil War. The documents were in no sort of order: title deeds, wills, final concordats, sales purchases all heaped together. In this confused mass was the actual list of payments made by the Woodstock inhabitants in 1635 to the demand for shipmoney: the Borough was extremely loyal; the money was collected in a month, and the name of each contributor

is marked off as payment was received. Another important paper that I found was a letter from King James II with his own signature to the Lord Lieutenant of Oxfordshire, Lord Lichfield, authorising him to raise the horse and foot militia for the defence of the realm•; this was in 1688.

Much of the material is difficult to read for those who have no knowledge of 15th and 16th century English: the earlier documents, with few exceptions, are in Latin. Certain documents are written in the 17th century Chancery script which was so devised as to be unintelligible to the layman; it required the services of a Chancery clerk to decipher it.

Papers belonging to one set of transactions had been opened and scattered about with the papers of others; but enough material remains to give an interesting and detailed history of a small English Borough for the last 500 years, both political and economic.

The Woodstock Town Archives and documents may be classified in the following groups:

I. The Charters: nine in all from various Sovereigns.

The Constitution, oath of the Mayor, Aldermen, Common Councillors.

Oath of the Freemen,[1] etc.

(These oaths were taken to preserve the liberties and privileges of the Council.)

II. Proceedings of the Council.

The Acts of the Council, 1671-1699.

The Proceedings of the Port moot Court: these are hardly distinguishable from the Acts of the Council. The Port moot was the Council sitting as a Commercial Court, 1588-1635.

Also a bound volume, recording purchases of land within the Borough from 1461.

The Chamberlain's accounts—an abstract 1570-1840. This abstract is contained in one large sheepskin-covered paper book and was in constant use for over 250 years.

III. Miscellaneous documents and papers.

(*a*) The most notable of these is the Assize of Victuals, 1604, which was reproduced in the Journal of the Historical Society for 1898: it is the most complete list of prices for all kinds of victuals of that day known in England.

[1] When the Rt. Hon'ble Winston Spencer Churchill received the Freedom of Woodstock (his native town) in 1946, he took the freeman's oath in the words drawn up in 1570, and recorded in the Town's Constitution.

It is written on paper and wrapped in a beautifully illuminated sheet torn from a Pontifical of about 1175-1225 A.D. A lamentable reminder of the senseless destruction wrought by the so-called Reformation.

(*b*) The 2nd writ of shipmoney (already mentioned).

(*c*) Certain Commissions of the Peace signed by Queen Elizabeth and King James I.

(*d*) A large parchment Chancery document, dated in the year 1655 Oliver, Lord Protector of England, etc. This is of no particular value except for its massive and beautiful seal.

(*e*) Dy. Lieutenants' (of the County) Commissions, some left blank, signed by Lord Lichfield, Lord Lieutenant in 1688.

(*f*) The inventory of the personal effects and property left at his death by Sir Thomas Spencer, High Steward of Woodstock. This is an interesting record of the household and other possessions of a leading gentleman of the County in 1622.

IV. Lists of rentals—very incomplete—commencing in 1461 and going down to the 19th century.

V. A large number of Corporation Leases of houses and lands.

VI. Many unsorted indentures and agreements belonging to various bundles of title-deeds to property, which have been hopelessly confused and mixed.

Many concordats and wills and some marriage settlements, inventories of possessions, including a very complete list of the property, clothes, household goods, etc., of a prosperous yeoman about 1730, and the amount spent on mourning at his death.

VII. Indentures of apprentices.

Settlement of the Poor. (This ugly side of English rural and urban life is very prominent in 18th century Borough Records: by the Act of Charles II, each parish was responsible for its own poor, and destitute poor were remorselessly hounded back to the parish in which they were born, so as not to be chargeable to the parish in which they were living). Many bundles of papers dealing with these settlements are preserved in the Woodstock Archives.

VIII. Bundles of certificates of taking the Sacrament.

The Corporation and Test Acts of Charles II compelled every member of a Borough Corporation to take the sacrament according to Church of England. These Acts prostituted Religion to Politics—

"which made the symbols of Atoning Grace the key to Office, picklock to a Place;" so wrote the poet Cowper, in his burning denunciation of the evil.

IX. Presentments of the Grand Jury—
Court Leet Summonses.
Views of Frankpledge.
Bundles of accounts, and many miscellaneous papers.

X. This last group is an interesting example of what may be found in the records of small towns. A mass of papers, some extremely valuable, were evidently deposited in the Town Hall for safe keeping by the Town Clerk, one Mr. George Ryves, about 1695; he was also a solicitor of some eminence locally, and was clerk to the Lieutenantry of Oxfordshire. The Lord Lieutenant of Oxfordshire at the time of Mr. Ryves' clerkship was the great Duke of Marlborough. Among the papers are several original letters to the Duke from the Privy Council, especially in 1708 or 1709, when a French invasion was expected to assert the claims of the old Pretender against Queen Anne: also a list of every Roman Catholic, male and female in the County of Oxfordshire at this time.

Mr. G. Ryves was succeeded in his practice by his son, Edward Ryves, and his grandson Edward Ryves, junr. They adopted his method of using the Town Hall archive room as the depository for their private papers. Edward Ryves junr. appears to have died about 1765 and left no heir or successor to the practice and the papers were left among the town's papers and were probably never examined until I went through them in the course of the last year: they are very numerous, dealing entirely with the period 1698-1760, and containing many family papers which yield considerable information about the life of the average countryman of that time in all grades of life.

I should have mentioned that Woodstock for nearly two centuries returned two members to Parliament and there are a certain amount of directions from the Sheriff of the County at the time of elections to Parliament, and a number of bills for parliamentary expenses sent in after the election to the successful candidate.

These records, it is hoped, will soon be catalogued, and some of the more important calendared. They are now housed in an excellent muniment room which was made from a disused lock-up, close to the Town Clerk's Office. This old cell affords absolute security; it has been made damp-proof and ventilated according to the modern methods in use for ventilating muniment rooms. Electric light has been installed; the papers are all collected in strong card-board boxes

awaiting cataloguing and the contents of each box are recorded on a paper inside the box and an abstract of the contents of each box is entered in a book. The boxes measure approximately 15″ × 10″ and are stacked on a steel book-case; there are about 80 of these boxes.

The Charters and documents which cannot be placed in a box are stored in a fine old 18th century wooden chest.

In addition to the above, the town preserves a beautiful silver-gilt mace with the Crown and C.R. on it dating from about 1665, and seals dating from 1634 but probably earlier.

The earliest document in the town's possession is a parchment, dated 1 Edward IV (1461) recording the purchase of a piece of land in Woodstock by one Thomas Pargiter of Chipping-Norton; a family of that name still lives near by, and one of its members is a bank official in Barclay's Branch at Woodstock.

I hope that enough has been said to enlist the interest of members of the Commission in the documents and records to be found in any town with historical associations: families, especially those of land-owners, contain similar collections. These collections, or portions of them, too often come to the auction room and are sold to foreign buyers. This is a national loss, and also a loss to scholars in general, because collections of great value become dispersed irretrievably, resulting in a serious loss to knowledge. England has suffered terribly in this way. I respectfully submit to the members of the Indian Historical Records Commission that they should recommend to the Government of India some measure by which the Government can retain for itself the right of pre-emption of any national paper or collection of papers; and in any case, whether it exercises this right or not, that no historical papers should be allowed to leave the country until a satisfactory photostatic reproduction of them has been deposited with the Director of National Archives.

REPORT ON THE RECORDS OF THE CHIEF COMMISSIONER'S OFFICE, DELHI

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SOME YEARS AGO an attempt was made to emphasize the importance and value of local records for national as well as for local history.[1] The following paper is a report on some records preserved in the Chief Commissioner's Office at Delhi, which I was able to examine by the kind permission of the then Chief Commissioner.

These papers are all post-Mutiny ones, because the records before that time were destroyed during the Mutiny months. The surviving papers of the Delhi Residency Records are now to be found in the Record Office at Lahore while the Mutineers' papers were transferred to the then Imperial Record Department in 1899[2]. Some of these papers were kept in files, but most of them are in bundles, and require very careful handling. Some of the bundles examined (particularly bundle no. 185) were in urgent need of repair. Local records are possessions of both national and local importance, and it may be hoped that the local authorities will increasingly follow the notable example set by the National Archives under its present distinguished Director in the loving care and preservation of records of all kinds. Here also, is an opportunity for the rapidly expanding University of Delhi. With co-operation between the local authorities and University scholars a mine of unexploited historical material might be opened, to the mutual benefit of the city and the country, and of learning and administration.

Eight files of papers were examined in what may be called a trial sinking. But there is a far greater volume of material in the office from 1858 onwards. This material needs first, proper care for its storage and preservation; next it requires examination and sorting; it should thirdly be catalogued and finally a selection under various heads might be made. There is some, though not much, political material, and there is a good deal of material concerning the state of Delhi City and its development during the later part of the 19th

[1] *Local Records—A Delhi Experience and Suggestion* by T. G. P. Spear; paper read before the 16th session of the Indian Historical Records Commission, Calcutta, Dec. 1939.

[2] A *Press List of the Mutiny Papers* 1857 was published by the Imperial Record Department in 1921.

century. There is likely, it may be suggested, to be found amongst these papers much information of interest to the economic and social historian, both with regard to the city and to the surrounding district. The phase of local history from 1858 to 1911, when Delhi was attached to the Punjab, is a distinct and well rounded one and could well be studied as a unit. During this period Delhi was neither the seat of the mediatized Moghul dynasty nor the imperial capital. But if shorn of some former glory it was in fact laying the foundations of its future greatness both as a modern communications centre and thus a suitable site for a capital city, and as a commercial centre. The Delhi of 1900 was a much bigger and more prosperous place than the Delhi of 1850 in spite of its Mutiny experience. What it had lost in glamour, it had more than made up in wealth and activity. Some of this development is to be attributed to the active government railway policy. But more perhaps was due to the rapid development of the Punjab, which converted Delhi in the economic sense from being an economic centre of mainly local importance and from the all-India point of view an economic frontier city into an important distributing link between the already prosperous United Provinces and the quickly growing Punjab. Administrative eclipse masked economic development. In 1847 the population of Delhi and its suburbs was thought to be about 163,000[3]; in 1868 it stood at 154,000[4] (thus still showing the effects of the Mutiny); but in 1881 the first full census returned 173,000 inhabitants and in 1901 the figure was 206,000. The material for studying the nature and steps of this development in the administrative, social and economic fields exists in the Chief Commissioner's Office and awaits a band of patient investigators to probe its secrets.

In the remainder of this paper the files actually examined are described and some examples of their contents are provided.

File no. 163 deals with the City Walls. It is mainly concerned with details of repairs and contains little of special interest.

File no. 167 concerns improvements and extensions to the western suburbs of Delhi in the years 1872—76 and is of great interest. In addition it contains interesting information about the Roshanara and Qudsia gardens. In 1872, we learn, the Roshanara garden was "in rack and ruin" and the Qudsia Bagh urgently needed maintenance staff. In September 1872 the establishment of these two was increased from Rs. 2,000 to Rs. 2,500 per annum and a correspondence follows

[3] Selections from Correspondence, North Western Province 18 1.13. Report of A. A. Roberts 17 July 1947.

[4] Delhi Settlement Report 1882.

showing the efforts of the local authorities to improve matters. Col. Cracroft, the Commissioner, championed the needs of Delhi to the Punjab Government, but a few months later (11 March 1873) the Deputy Commissioner was protesting against the dropping from the local budget of Rs. 6,000 for improvements and the reduction of the maintenance grant from Rs. 4,500 to Rs. 2,500. An attempt was then made to interest the Municipal Committee which by Resolution III of 1 July 1873 gave an additional grant of Rs. 2,500 for the improvement of the Roshanara. The improvements to both gardens were approved by the Conservator of Forests, Punjab (10 September 1873) and in 1874 the Roshanara Garden was handed over to the Municipal Committee. The corner had been turned, and though the management was said to be "haphazard" until Mr. Locke's appointment in 1905, the Roshanara was henceforth a garden and not a wilderness.

File no. 168 deals with the Delhi Institute. The early papers of the Delhi College have been preserved in the National Archives.

File no. 177 deals with historical monuments and consists chiefly of notes on their preservation.

File no. 182 concerns the demolition of houses between the Delhi Fort and the Jama Masjid and is of great interest. The two subjects which this file covers are the extent of the demolitions to be undertaken and the compensation to be given to property-owners. The extent of demolition was first fixed at a distance of 400 yds. from the Fort walls (January 1860), but in August of the same year was extended to 448 yards. The military (30 July 1860, Commissioner to Secretary, Punjab Govt.) wanted to include one side of the *Dariba* in the clearance and to demolish one side of Begam Samru's garden (her palace was occupied before the Mutiny by the Delhi Bank and later by Lloyd's Bank) and also the wall around the Roman Catholic Church (Executive Engineer to the Commissioner, 2 July 1860). The Panchayats of the city petitioned in favour of the *Dariba*. The Deputy Commissioner (Egerton) supported them, pointing out that many loyal Hindus lived there including the banker Salar Salig Ram, and emphasising its historical associations. These efforts were rewarded by the veto of the Lieut-Governor, and it is pleasant to think that Egerton thus earned the perpetuation of his name in the *Nai Sarak*. In this way Delhi obtained the great open space which adds such dignity to the old city.

The demolitions within the Fort enclosure can be traced in the same file. A letter from Major R. C. Lawrence to the Secretary, Punjab Government (13 January 1860) transmits the Governor-

General's orders which were based on proposals explained to him by Captain Hutchinson. They throw an interesting light on the vexed question of official vandalism. The northern portion of the enclosure was to be used for troops, the southern for officers' bungalows. "But instructions should be given to preserve isolated buildings of architectural or historical interest and in this matter it will obviously be best for the Departmental officers to err on the safe side, referring for the orders of his Honour the Lieut.-Governor whenever there is the slightest ground for hesitation". The *Diwan-i-Amm* was to be used as a hospital, but "to be injured as little as possible". The *Diwan-i-Khas* was to be restored with marble trellis work (as before the Mutiny).

The buildings overlooking the Jumna south of the *Diwan-i-Khas*, being "of little achitectural interest", were to be used for the troops but the *Khas Mahal* itself was to be isolated from these buildings. This is the explanation of the present lay-out of the preserved buildings. Opinions may well differ as to whether the *Musamman Burj*, the *Tasbih Khana, Khwábgáh* and *Baitak*, the *Rang Mahál* and the *Mumtaz Mahál* were "of little architectural interest" but at least the matter was considered carefully in the highest quarters.

The question of compensation for demolished property took years to settle, and much information is obtainable from this file. Briefly, it was proposed to compensate loyal property-owners from confiscated property elsewhere; for this purpose the condemned property was valued, and its owners were furnished with tickets representing its value which could be exchanged at par at auctions of confiscated property. The total value of the cleared property was calculated at Rs. 9,44,079 while the total value of confiscated property in all parts of the city was reckoned at Rs. 15,97,590 (17 March 1860 and 10 March 1860). A letter from the Punjab Government explains the procedure and the difficulties involved (no. 1650 from Punjab Government 23 September 1863): —

"It appears that early in 1860, orders were given to clear away the buildings for a distance of 400 yards round the outer wall of the palace which Government had resolved to fortify. Government also decided that the owners of all unconfiscated houses within that space should receive compensation, not in money, but in confiscated lands and houses, and that in giving them such lands and houses they should be credited with the value of the property destroyed.

"The mode in which the local officers proceeded to carry out these orders was the following: All the houses within the circle to be

cleared were valued by a Native Surveyor, an appeal lying from his valuation, to the Deputy Commissioner who settled such appeals on the spot. A Register was made of all the demolished houses and their value, and a ticket was given to each house-owner, whose house had not been declared confiscated. A sufficient number of confiscated houses in other parts of the city to cover the value of the demolished houses represented by tickets were to be put up to auction and ticket holders were to be allowed to pay in their tickets at par in payment wholly or in part for houses they might purchase at the auction. No sooner were the tickets issued than they began to change hands by endorsement without stamps; they were at first sold at 75 per cent discount. In July 1860, a meeting of some of the influential native gentlemen of Delhi who were ticket holders was convened. The persons present were 48 in number and represented only a small minority of the ticket holders. Particular attention is invited to that portion of the Offg. Deputy Commissioner's report which relates to this meeting, for it was out of what was done at this meeting that all the subsequent disputes have arisen.

"The estimated value of the houses demolished as represented by tickets was Rupees 6,10,399. At this meeting it was resolved, and agreed by the Deputy Commissioner, that out of the whole confiscated property in Delhi valued at about 13 lakhs the ticket holders should select property valued at Rupees 6,92,585 (being Rupees 82,186 in excess of the value of the houses destroyed), that Government should sell this property by auction receiving tickets in payment, *that the ticket holders should bear the loss or share the profit on the sale of this property,* those ticket holders who choose to purchase being guaranteed against loss under 50 per cent, but those who did not purchase were to run all risks.

"This arrangement was proclaimed through the city on 16th July 1860 and lists of the property selected for sale were distributed. Naturally enough, the great body of the ticket holders protested against the arrangement and demanded to know the *minimum* value at which their tickets would be received. Thereupon a second proclamation was issued explaining that tickets would be received at par, that if profit resulted it would be reasonably divided, if loss, the loss would be borne by those who did not purchase.

"In the following month, August 1860, orders were given to extend the demolitions to 448 yards beyond the outer wall of the fort. Tickets were issued to the owners of the houses included in the second demolitions on the same principle as before, but no lists were issued of the

property to be sold to cover these new demolitions. All ticket holders both 1st and 2nd were included in one general compensation list. The total estimate and value of the property represented by all the tickets has now risen to Rupees 8,77,000. The sale of confiscated property commenced in October 1860 and closed in October 1861. At first a very large profit was realised, but afterwards this fell off and some of the property sold at a loss .... "

File no. 184 is in three parts and concerns the Mughul family. Part I deals with Bahadur Shah's journey down country from Delhi. He left Delhi on October 7, 1858, in the charge of Lieut. Ommanney. The party consisted of Bahadur Shah himself, Zinat Mahal Begam, Mirza Jiwan Bakht, Nawab Shah Zamani Begam, wife of Mirza Jiwan Bakht with her sister and mother, Taj Mahal Begam, another wife of the *ex*-king, Mirza Shah Abbas another son and his mother Mubarak Nissa, "a harem woman", four other harem women, five male and 11 female attendants. On October 9 Ommanney thus described his arrangements to Commissioner Saunders, enclosing a plan of his daily camp.

"My dear Saunders,

I was unable to make up the annexed list of prisoners yesterday, but have now done so having got my camp in working order.

Everything correct and the *ex*-king stands the travelling very well.

The camping ground cannot be marked out till daybreak consequently although in pursuance to orders issued by me, 30 coolies are stationed at each encamping ground to help my four chaprassies sent on ahead to pitch the prisoners' tents, it is impossible to have them ready pitched by the time of my arrival on the ground ; however I have not long to wait and the prisoners are kept perfectly separate from everybody till their tents are pitched and I never leave them till they are comfortably settled in their respective tents guarded by European Sentries. Eight chaprassies *cannot* pitch the tents in time, 20 chaprassies at least are required, but I can manage by having 30 coolies to assist and practice will make them perfect.

Yesterday morning at starting the Pole of the Bullock Palkee Gharee broke in two; it is repaired.

I allow the *ex*-king to travel in his palkee as he cannot sleep in the Gharee and this arrangement is as safe as the other and does not cause any *delay* on the march ; I also allow Jumma Bukt's wife to travel in other palkee as being in an interesting condition the jolting of the gharee and a restive bullock at starting or any other accident which might happen, causes and would cause her pain.

I always get up at 1½ A.M., begin to place the prisoners in their respective conveyances and then have them drawn up ready on the road, so that the column may not be delayed. I send you a sort of plan of the enactment, and also of the line of march.

My carriage is all complete, the two pairs of spare bullocks made their appearance and I have 20 camels. I send one set of tents at 5 P.M. every afternoon ; I think I have told you everything connected with the prisoners.

It is rather hard for me getting up at 1½ A.M. packing up the prisoners, the march and then settling them again. I never get into my tent till about 9 A.M. when I have breakfast, but I don't care a straw for any amount of work and am very jolly.

I am Honorary Member of the Lancer Mess, breakfast, dinner and tiffin, good stage at dinner twice a week, a pack of Hounds accompany the column on the march, and we have a run when we succeed in getting a jackal, there is a Book Club and in short it is as comfortably and perfectly managed as any.

E. S. Ommanney, Lieut."

Parts II and III of file 184 deal with the pensions of the *ex*-Royal family. There are a number of lists of prisoners, with many curious details. We learn that a direct descendant of Shah Alam, having been transported to Moulmein as a convicted rebel, had there received a pension of Rs. 50 per month, while his unconvicted father at Agra was only receiving Rs. 5 a month. He had married a Burman and had four children. The post-mutiny pensions were distributed largely on the advice of Mirza Ilahi Baksh and followed the rates of Bahadur Shah. One grandson of Bahadur Shah was a *mandari* or puppet showman. The pensioners were divided into classes and there is much detailed information for those who may wish to delve further.

File no. 185 deals mainly with *Salatin* convicted and transported. It also gives particulars about Mirza Ilahi Baksh, who had recommended Bahadur Shah to surrender and who was recognised as head of the family.

File no. 196 concerns the fate of mosques occupied after the taking of the city. The Jama Masjid was handed over to a Muslim Committee in 1862. The Fatehpuri Masjid had been occupied by troops in 1857, but the platform and the mosque itself were soon released. The court and shops were sold but in 1876 they were restored to the Muslim community, handsome compensation being paid to the son of the buyer. There is some interesting correspondence about the

sale of confiscated lands to provide the compensation. No ceremony was held, but a letter from the Deputy Commissioner Symth to the Commissioner dated 21 March 1877 (no. 105) deals with arrangements for the transfer. Finally, a letter from the Deputy Commissioner to Sir Lepel Griffin deals with the Zinat-ul-Masajid in Darya Ganj, which was not, however, completely restored until Lord Curzon declared it a Protected Monument.

Enough has been said, it is hoped, both to indicate the nature of these records, and to encourage further examination. The records examined are only a fraction of those in existence, and will, it is believed, repay further and detailed scrutiny.

PROCEEDINGS OF THE SURVEY DEPARTMENT, 1865-1874: THEIR GENERAL CHARACTER

DASHRATHA SHARMA

National Archives of India

THE RECORDS OF A BODY like the Survey of India have an interest of their own. They fully reflect, as nothing else can, the growth of this splendid organisation which, since its modest beginning in 1764 A.D., has in spite of the greatest difficulties added one square mile after another of India and the bordering countries to its maps. Nor does this achievement appear astonishing when we read about the care with which its officers were selected. They had, of course, to be good scientific workers and organisers. But they were expected at the same time to be good students of human nature, capable of not merely using their survey instruments but also their diplomatic skill in dealing with Indian chiefs and hostile border tribes.

My personal acquaintance with the Survey records is not great. It is limited to the proceedings of the years, 1865-73. One of the eight zinc boxes in which these were sent to the National Archives of India has been found to be a total loss. The corrosive action of metal had destroyed the papers before they reached their new home. The contents of two more tin boxes, *i.e.*, one-quarter of another zinc box, have been lost to posterity in the same way.

The majority of the papers included in these proceedings naturally consist of applications for maps and appointments, orders of transfer, dismissal, increment, promotion and so forth. But even these apparently dry-as-dust documents are not without historical value, for through them we can trace the careers of well-known figures like Godwin Austen, T. H. Holdich, and Montgomery. We have here also the papers dealing with the organisation of the Department, showing how great changes took place in the years 1866 and 1874.

Interspersed with such papers are others of a more general interest, some of them D.Os. to the Surveyor General of India. A letter of August, 1867, for instance, complains of the Jaipur Maharaja's indifference towards the Survey operations in his State. The cause, we find from another letter, was his non-receipt of the Survey maps of his State. The Surveyor General wrote back that the maps in question should be presented to the Maharaja as early as possible either by the officer himself or by the Political Agent who had been taking

keen interest in the matter. In the Punjab only two States, Mandi and Sirmoor, showed in the beginning any desire to have their lands surveyed. But the Survey's greatest difficulties were encountered on the north-eastern and north-western frontiers. Here the tribes were hostile. The Surveyors worked knowing fully that their lives were every moment in danger. Even in the best of times and with all precautions taken—which naturally could not always be the case—the task was not by any means easy. But it was a task extremely necessary. It had to be done if the frontiers were to be safeguarded and the Empire was to be put on a firm basis.

Various letters in the series show the keen interest the Government took in the completion of the Frontier survey. They provided guards as well as police. They also instructed their Agents to look to the safety and convenience of the surveyors. On the 2nd August, 1873, the Lieutenant Governor of Bengal warmly congratulated the Political Agent, Hill Tipperah, and Captain Badgley for their journey across from Surthey. He "awaited with interest the submission of a full report by Captain Badgley of the Survey operations in the country through which he had travelled" and hoped to have from the Political Agent "a very full description of all that had been done, of the country, the people, the position of villages, and *everything tending to elucidate the question of the policy and defence in this quarter.*"

The full account demanded by the Bengal Government must have been submitted in due course and may be somewhere in the papers of the Foreign Department of either the Bengal or the Indian Government. It would be certainly an interesting document relative to the north-eastern policy of the British Indian Empire. Undoubtedly much less in importance than this, yet not uninteresting, is the Political Agent's letter which brought forth the congratulations mentioned above, for it shows the amount of energy that even the most highly placed British officers could put into the work of serving their country. Where the Kookee and Bengali coolies had to be left behind, the former being too lame to move even without loads, these agents of the Government plodded on, as if unconscious of the danger to their lives and health. The journey across from Surthey "was terribly severe, now over huge boulders, now up to the waist in water with a hot sun overhead." From morning to evening the party sometimes did three miles only, as the crow flies, and that after the hardest marching. When the Political Agent reached Beparry Bazar, after passing through the hostile Lushai country, nearly every one of the party was suffering from some complaint or other.

For students of British Indian foreign policy and external affairs such letters are highly useful. But even better than these are the reports of great surveyors like Godwin Austen, scientific, accurate and full of interesting details, sometimes even unequivocally indicating the policy which the Government should follow. Of these reports some were published, others were not. Some had two editions, one for the Foreign and Political Departments and the other for general consumption. It would be an interesting task to compare these expurgated and unexpurgated editions.

Other interesting facts are also not lacking. The Government of India has recently revised the spelling of some of our important towns. Cawnpore has become Kanpur. Benares is now Banaras, as it should be. These orthographic absurdities might have disappeared long ago, if the Government had listened to the protest lodged by the Surveyor General against the retention of forms like "pore", and not decided finally that "the orthography of names of well-known places should be retained".

Captain Riddell's case (143-44 of Dec. 1872) shows how the British officers of the Survey sometimes took the law into their own hands. Dissatisfied with the conduct of certain policemen who had quarrelled with his peon, the Captain had them flogged, after fully satisfying himself that their hearts were sound enough to stand the punishment! ! The matter must have created some stir in its time, because it had to be referred to the Governor General by the Government of Bengal. In some other cases too complaints reached the Surveyor General's office. An enquiry was always instituted, though its results might not always have been satisfying to the complainant.

Proceeding No. 312 of February, 1874, gives the list of treasuries and a map of the Financial Circle, 1874. The information supplied by it might be valuable enough for future generations. But the information that it gathered for its own generation too was extremely valuable. Captain Powlette, who was employed in preparing the Rajputana Gazetteer, desired that the Survey maps might give the character of houses in villages, whether they were *pucca* or *kuchcha*. The Surveyor General replied saying that though this sort of information could not possibly be embodied on the face of the maps, the executive officers in charge of Surveys collected such statistical information as was feasible and the alphabetical registers maintained by them contained information as to the number and description of houses, the latitudes and longitudes of villages, the district or State to which they

belonged, besides points of interest connected with their history and manufacturers. (See Nos. 313-14 of October, 1874).

Facts equally or even more important can be gleaned from our records by an investigator according to his own interest and line of research. This short note is merely intended to show the general character of the papers in the proceedings from 1865 to 1874.

RECENT DEVELOPMENTS IN RECORD PRESERVATION

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THE NATIONAL ARCHIVES OF THE UNITED STATES has been one of the leading exponents of scientific record preservation since its formation in 1935. Among its contributions are the lamination process for reinforcing and preserving fragile documents by impregnation with cellulose acetate, the vacuum process for fumigating books and records, the air stream method of cleaning documents and other minor innovations. Research was curtailed sharply during the years of the finished product considerably. An investigation designed to find paper is to outline our progress in the field of scientific record preservation during the period 1946-1948.

Two significant developments were made in the field of lamination. One of these dealt with the processing of documents comprising twenty sheets or less, which were formerly laminated and then sowed into a paper cover so that the document could be handled as a single unit. A tab bearing identifying data was laminated to the first sheet in such a manner that it projected over the edge of the shelf when the material was flat filed. Each sheet was equipped with a cloth strip (2 inch surgical gauze) along the binding edge to take the sewing. When sewn into a kraft paper cover, the resulting pamphlets were somewhat thicker at the back than at the front and, therefore, could not be stacked as high as if this unevenness were not present. Additionally the time consumed in jacketing the sewing raised the cost of the finished product considerably. An investigation designed to find more satisfactory and cheaper method of treatment was undertaken and after considerable experimentation a process, whereby both lamination and binding are accomplished simultaneously in one pass through the hydraulic press was developed.

In the new process, the individual sheets making up the documents are placed between sheets of cellulose acetate foil in the usual manner and a strip of cloth is placed along the binding edge of the sheet. Both paper and cloth are fastened to the foil at several points by the application of a small amount of pure acetone. A kraft paper cover of the proper size is placed open upon a press plate and partially covered with metallic aluminium foil so placed that only an inch strip running vertically parallel with the hinge is uncovered. A prepared sheet is

then added to the stack in such a position that the cloth binding strip rests upon the uncovered portion of the cover while the foil covering the remainder of the sheet rests upon the aluminum and paper is repeated until the booklet is completely assembled and the cover is closed upon the top sheet of aluminum. Heat and pressure are then applied to the complete assembly in a hydraulic press. Upon removal from the press, the sheets of aluminum are removed. The final result of this process is a paper covered booklet of laminated pages, the binding edges of which are firmly fused together. Booklets of this type may be stored in sizeable stacks without danger of slippage, open flat for ease in reference and photography and are more economical in labour than the sewed variety.

Another problem which was solved by a modification of the lamination process was the mounting of maps. The conventional method of reinforcing maps is by mounting them on cloth (usually cotton sheeting) using starch paste as an adhesive. Mountings of this sort afford satisfactory reinforcement at first but as the paste ages a loosening of the bound between paper and cloth occurs which eventually results in separation of the two. Moreover, such mountings give no protection to the surface of the map and are susceptible to attack by moulds and insects. Research here has shown that maps can be mounted on cloth using a sheet of cellulose acetate foil in lieu of the usual layer of paste and causing the acetate to adhere to both map and cloth by the application of heat and pressure in a hydraulic press. The bond between the paper and the cloth in this event is permanent and is unaffected by age, moisture, moulds or insects. If desired, the face of the map may also be protected by another sheet of acetate which can be applied at the same time and in the same operation as the mounting. Maps mounted and covered in this fashion have undergone service tests under severe tropical condition with no noticeable deterioration. This sort of mounting is also more flexible and less bulky than the conventional type.

Containers for unbound records have been the subject of much attention on the part of archivists in an effort to devise a cheap, light weight container which would afford protection against fire, water and insects, and, at the same time permit the optimum use of storage space. The original equipment here was designed for horizontal storage and consisted of shallow, metal drawers or trays, equipped with covers, of which twelve or twenty four were contained in a metal frame, known as a tray-case. The storage areas were equipped with metal uprights so spaced that three twenty-four tray tray-cases, piled one on top of

the other, could be accommodated between each pair of uprights. Equipment of this type is wasteful of space and gives no protection against fire although flame will not spread from one tray to another.

In 1942 under the pressure of a space shortage vertical filing came under consideration and a cardboard container was devised to accommodate five linear inches of records stored vertically. Using shelves and these cardboard containers an increase of approximately thirty per cent in the volume of records which could be stored in a given unit of space was obtained. The lighter weight of these containers, their increased resistance to the wear and tear of use and the important fact that cardboard could be obtained during the war years made them particularly attractive. However, their low resistance to fire and the fact that flame may be propagated from one such container to another are distinct drawbacks to their extensive use.

As the direct outgrowth of the fire testing of cardboard containers and the metal containers, a new type of document container has been developed. This box is basically the standard cardboard document container with the addition of a thin sheet of aluminum foil on both the inner and outer surfaces of the box. This novel type of container will permit its contents to survive unharmed in fire which results in the total destruction of the contents of both metal containers and the old type of cardboard container. Work now underway points to the adoption of a box made of foil-coated corrugated board so constructed as to permit the storage of both letter and legal size documents without waste space.

The maintenance and rebinding of bound records has always been an expensive proposition. This is particularly true if the paper has deteriorated to such an extent that the stitches can no longer be held at the back of the signatures and guards must therefore be inserted prior to sewing. In such cases it has been our practice to dismantle the book entirely and to laminate each sheet incorporating a strip of gauze along the binding margin. Sheets so treated may be bound by oversewing and subsequent insertion into covers of the conventional type. Recent work here indicates, however, that more satisfactory results may be obtained by drilling holes through these binding strips and fastening the sheets into a binder by means of metal posts which pass through holes in the binder then through the holes in the sheet and are secured through the back cover by a suitable locking device. The metal posts and the backs of the pages which would otherwise be exposed are covered by a piece of buckram which is securely glued to the covers. Bindings of this type may be easily dismantled if it is

desired to microfilm the contents or to correct errors in arrangement, which may be discovered at a later date. Additionally the course of treatment in this fashion is approximately one third of the cost of the conventional binding. Titles and other identifying data may be printed on the backs and covers of these bindings by the usual methods.

It is hoped that the story of the developments in the field of record preservation will prove helpful to other workers in the same field and will stimulate research and development work in this neglected by-road of science.

APPLICATION OF MICROFILMING TO STATE ARCHIVES

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IN FRANCE the application of microfilming process for the reproduction of state archives dates practically from 1944. Well before this date, since around 1930, the D.A.F. had followed with interest the progress of the technique in this field, but then in the public Archives microfilming was limited to special jobs in which portable apparatus was used. It was only in 1944 that the D.A.F. itself processed on microfilm entire series of documents and some of its most valuable inventories. Today there is in the Archives Nationales a laboratory, owned by a private association but under a contract with the Archives, which works both for the Archives as well as for private parties. This laboratory is equipped with a Débrie set.

Since only 35 mm. films have been used for the Archives so far, we shall deal with those alone here ; we shall discuss later the uses to which 16 mm. films can be put.

Microfilming of archives raises a number of technical problems of great variety and very difficult of solution. To the ingenuity of designers they offer a unique field for experiments. It may be asserted that only the most perfect equipment could give the archivist entire satisfaction by answering all his needs. Thus the extension of microphotography to archives would act as a stimulus to progress of which the benefit would be enjoyed by all who make use of this technique. It is, however, regrettable that their paucity of funds does not enable the archives to stimulate the enthusiasm of manufacturers to design models answering all their requirements. Improvement in the quality of the apparatus would largely compensate for the money spent on this account.

On the face of it two types of difficulties present themselves in the application of the microfilming process to archives: first, the extreme variations in the dimensions of documents which range often from 10 or 5 cm. to 1, 5, 6 or even 30 metres long. The coefficient of reduction required thus often passes the ratio of 25. It is known that in practice the best image is obtained with the ratio of 12 ; in fact, with the emulsions and apparatus now available, one may go without difficulty even as far as the ratio of 20. It becomes necessary,

therefore, to divide the document into several sections. Before taking each section in turn, it is better to photograph the entire document in order to obtain a picture of the whole. Then a second picture can be taken, also of the entire document but on which are marked the proposed sections by means of strings and letters. This would constitute the "assembly chart" (tableau d' assemblage).

These operations are simple, but they are time-consuming and they increase the net cost. They are still more so when in the same series of records the dimensions of successive documents keep varying all the time, as happens so often. For each document the ratio has to be changed and the focus adjusted. In such cases to give the reader a correct idea of the extent of reduction or enlargement, it is essential to include the scale in the images.

The second type of difficulty, namely those caused by the condition of the documents are more serious. The writing materials themselves offer a great range of tints—parchment gets browned, paper yellowed with age, modern "peels" become greyish, papyrus assumes the colour of dead leaf. Then, ink gets discoloured, the reference letters (lettrines) stained, the carbon which has been subjected to rubbing comes off in a variety of ways. Furthermore, documents are not always homogeneous—not only are they often stained, they also frequently carry a wax seal almost black, or a lead, silver or gold seal.

Each document therefore calls for special treatment. For example, in order to photograph 13th century wax tablets, it would be necessary to sprinkle them with flour, gently wipe it off so that the hollows which form the writing appear white on a black ground. With different materials it becomes necessary to use lights of various intensity, from different angles, different colour filters, ultra violet or infra red rays, and special emulsions. In practice panchromatic films are used almost universally, but they are not always satisfactory; it is necessary to prepare some other varieties. Automatic cameras with large output generally give good results, but they should have more resilience, for example, provision for varying the time of exposure, etc. with ease.

The requirements of departmental archives do not generally justify very expensive cameras. The lighter cameras perhaps offer greater possibilities, but they require more expert operators. Their capacity is restricted and they are less sure.

None of the problems set forth is, however, technically insoluble at the moment of actual operation, but the modifications that they

call forth in the apparatus increase considerably the net cost; it is there that the ingenuity of the inventor can play a significant part.

Actually then in 75 to 80 per cent cases serviceable microcopies of archival materials can be made, but we are still far from perfection and, in any case, the operation costs more than microfilming printed or well typed commercial documents.

As to reading apparatus, the principal difficulty arises from the fact that most of them have fixed screens, permitting the full size reproduction of commercial sized papers reduced 12 times. The larger measurements of a great number of old documents do not lend themselves to such rigid conditions. It is a general principle that a document should be reproducible on the screen at least in its actual size; for old documents in which the writing is often very small normally one should be able to have an enlarged projection. The quality of actual manufacture easily allows for an enlargement in the ratio of 25: so it is necessary that the screen should be at least one metre square. In actual fact we should have an adjustable screen.

On the other hand the reading apparatus should be able normally to project an image 24/36, because we have practically given up 18/24 images. It should also be able to project the image vertically or horizontally. It must be provided with a very strong light. It must have provision for winding the film, for archival microfilms will normally be kept in the form of rolls. As in cinemetographic equipment, the pressure on the film from the carriage along which the film glides should ease itself when the film moves to and fro in order to avoid scratching.

Finally, one should be able to copy an old archival document while deciphering it. Projection on a vertical screen is inconvenient for this purpose. It is therefore necessary that the reader should be able to project the image horizontally on its table. As the ratio of reduction may be variable, it is necessary that the projector should be capable of being moved up and down the work table (reading matter on a ground glass is particularly indicated for plans and designs).[1]

Such are the exigencies the experience of which leads us to formulate our opinion with regard to readers—none of those which are available is entirely satisfactory in fact. As for viewers, modifications carried out there are technically practicable but difficult. As

[1] We leave out here the controversy between perforated and non-perforated film strips. We would be inclined to prefer the perforated film which we use, as does almost everyone else in France, but the question appears to us of greater interest to manufacturers than users. If a system of moving the film with intermittent pressure can be realized with non-perforated film, we shall have no more reason to prefer the perforated film. But an international standardization may step in before long.

with viewers, available readers give good results on an average and with a little ingenuity one can adapt them for all needs.

For public Archives microfilms can serve two purposes: first, making documents available to readers at distant places, and, secondly, making available to readers working in the Archives documents preserved elsewhere.

The facilities offered by microfilm towards these ends are too well known to be detailed over again. There are only a few subsidiary questions which call for any comments.

For despatch and classification of microfilms, many prefer strips of six images. Without denying their advantages, Archives consider as more practical for their particular purposes rolls of different lengths, as far as possible one roll to a bundle, register, or carton, without exceeding as a rule an overall length of 30 metres. Archivists and historians, used as they are to browsing through long series of little legible documents, are not always very much conscious of the inconveniences entailed in hunting for one particular frame from among 750 others in a roll, particularly when each folio or page of a document is numbered. All that they pray for is an apparatus which would permit a film to be rapidly unrolled ; any researches towards automatic selection they would consider something of a luxury.

It appeared to us in fact indispensable—and I am happy to see that on this point, among others, our experience is confirmed by those of the Director of Debt, Mr. Bienenfeld—to adopt a principle which the cinema industry observes scrupulously: never to send out the original negative of a microfilm on account of the risks of wear and tear or loss involved. Only copies should be sent out to readers —hence the interest in the Débrie apparatus—either photostats or positive prints.

Moreover it appears to us, (and there again the Directorate of Debt, where for eight hours every day a number of employees are engaged in examining microfilms, agrees with us) that on projection a negative copy is more legible and less tiring than a positive copy. A copy therefore is preferable to a positive print, but there are other considerations which might point to exceptions to this rule.

But it is not so much the facility for distribution as certainty of preservation of their documents which Archives seek in microfilms. They provide, in the present state of the technique, a method which is at once the least expensive, the most faithful and the most practicable against risks of the destruction of the originals. It is superfluous

to recall that the existence of the originals are constantly menaced by insects, bacteria, noxious gases, even oxygen, humidity or dryness, light, fire and, in our days, the innumerable instruments of destruction employed by modern armies. Microfilm can easily provide against these risks.

Since there is not enough actual experience at hand to judge the ability of microfilm to resist the effects of time, artificial ageing tests made in the United States have enabled us to conclude that microfilms show resistance conditions equal to an effect of 50 years' life, and it is currently estimated that kept in temperature and humidity which are normal in our climate, microfilm has the same life as the best paper. It is considered, however, prudent to examine the master copy every ten years to verify its state of preservation. Practically it may be taken that a collection of microfilms can be preserved for an unlimited period, for nothing would be easier than to make prints or fresh copies from them as soon as they show signs of decay.

As to danger from war, the small bulk and light weight of a collection of microfilms make protective measures easy to take. At the Archives Nationales in 1939, 300 three-ton trucks were required to evacuate a part, only a part, of the documents; six such trucks would have been enough to move their microfilm copies.

Considered as security copies and being capable of making up for the destruction of the originals (if that should happen), the microfilms should be the object of particular care at the time of taking the shots: quality of the negative, completeness of the photographs of the documents, recto and verso, even if the verso is blank, inclusion of the scale of reduction at the side of each document, proper processing of the film, especially washing and the amount of hyposulphite, collation with the originals, all these should be carefully borne in mind. It is desirable that the documents should be filmed by the entire series. For classification, the Archives prefer, it has been said, rolls which take less space and are easier to manipulate than strips, each roll corresponding to a homogeneous group of documents and bearing the order of the documents reproduced. In this way is obviated the need for preparing cross-reference tables which are the plague of libraries and Archives. But in order to maintain a decimal control, it is better to have a register of entry.

If microfilming is a useful precaution against the total loss of old documents, it is a necessity for contemporary documents. The quality of the present day paper is so poor that chemists agree that they will not last beyond a few dozen years. Certain typewriter inks

corrode the paper; specially made thin papers on which carbon copies are made and the carbon impression which is not fast, are doomed to a rapid deterioration. We have ourselves seen that within a year they become almost illegible and practically lost because all hopes of photographing them is also gone. The only practical means of saving the major part of our contemporary documents, therefore, is to microfilm them at the earliest moment.

In these circumstances it may be asked if it is worthwhile trying to save the original also. Most archival repositories are pressed for space. It is well known what difficulties—sometime impossibility (the Directorate of Debts has the experience)—one faces in getting a new depository constructed, whereas it is true that by microfilming records and destroying the originals the problem of space is easily solved.

In the Archives Nationales, by using rolls of 10 metres each, it has been possible to place in a single carton microfilms of documents of which the originals occupy 315 cartons of the same size; using rolls of 120 metres, a single carton holds equivalent of 420 cartonfuls of documents. They consist of an old series (J) of parchment documents with heavy seals which are lightly piled up in the cartons. But microfilms of the fonds of Simancas on three metre rolls take 1/44th of the space occupied by the bound paper originals. Registers almost give as good results. It may be said that by using microfilms on rolls it is possible to effect an economy of space to the extent of nearly 98 per cent.

Maintenance of strips of six images is less advantageous; the Archives Nationales has not tried this method, but M. Bienenfeld has been kind enough to let us have the results he obtained at the Directorate of Debt. The saving there is to the order of from 120 sq. metres to 0·41 sq. metres in area and from 2·79 cu. metres to 0·21 cu. metres in volume.

If then it is decided to microfilm and destroy the originals of some of our modern documents already deposited in our archives and that henceforth most of the new accessions are treated in the same way, it will not be necessary to construct new depositories until a long time to come.

This solution deserves serious consideration. Some objections to it come to mind naturally. What will be the evidential value of a microfilm copy of a record before a court of law? Actually law courts call for the original documents; possibly before long would be obtained the admissibility of negatives, contact prints or photostats

in place of the original. Could the same privilege be extended to microfilm? Experts agree that it is practically impossible to fake a stereo 24 × 36 mm. The only difficulty that remains is the provision of guarantee at the time of the exposure and the signatures of proper validation attached to the film. Whatever be the solution adopted, it would not affect the public archives in the same way as it would private archives. This is because, in the first place, there is a presumption of authenticity of the documents preserved in a state Archives, a privilege not enjoyed by private Archives. Secondly, state Archives throw open to the public only such records as are 50 years or more old and only a few among them are called up in court cases. Finally, since the Archives and administrative departments acting under the authority of the Archives send every year for destruction a large number of papers without historical value after getting the advice of competent officers, and since the same procedure would apply to photographs, microfilms would acquire a special value so that courts would be obliged to recognise them as evidence. However, from the point of view of the historian it is obviously desirable that documents dated earlier than 1789, of which the destruction is prohibited without exception, and probably those of the 19th century should not be subjected to this measure, *i.e.*, destruction of the original and keeping a microfilm copy. Also to be excluded are all documents of the greatest importance such as international treaties or certain autographs which have evidently value as relics. In addition, we believe, one should also preserve such documents which would enable one to make a study of the peculiarities of paper or which carried erasures not visible to the naked eye but apparent with the aid of ultra-violet rays. These are mentioned only by way of examples; there would certainly be others which merit consideration and it is quite evident that no drastic measure should be adopted without the advice of a competent commission.

More serious perhaps will be the financial objections to microfilming all modern records straightway. It is true that the cost of building of a depository with 10 kilometres of shelves would come to about 100,000,000 francs. According to our calculation, very approximate of course, 10 km. of shelves would represent 20,000,000 folios, *i.e.*, 40,000,000 sides including recto and verso. Then at the rate of 4 fr. to the image (a very low price) the microfilming of this collection would come to 160,000,000 fr. in 24/36 and 80,000,000 fr. in 18/24. Microfilming is, in short, as expensive as a new building.

It is true that the financial side is not all. There are to be

considered shortage of space, shortage of materials, and so on. Again, the problem does not arise in this bold theoretical form, but often in the following manner. Let us take a depository the holdings of which increase at the rate of 1 km. of documents per year. Is it more advantageous to spend at once 100,000,000 fr. to construct a building which would be full in 10 years, or take every year 4,000,000 exposures which will require around 20 m. of shelves and will cost 16,000,000 fr.?

We only put the question; we do not have the answer.

Side by side with the 35 mm. microfilm is also used the 16 mm. film which is more practical in certain ways but with limited application. We have not yet attempted using them in the Archives, but in the light of what we know of it, it is quite probable that it will suit perfectly if not everything at least a large number of contemporary documents. Now the 16 mm. frame costs hardly a quarter of the 35 mm. frame. The microfilming of the holdings of a depository with 10 km. shelf-space would come, in that case, to 40,000,000 fr., half the price of an adequate building.

But, in fact, for contemporary documents we have no choice. In 50 years, *i.e.* by the time the contemporary documents would become accessible to historians, our beautiful depository with 10 km. of shelves will have nothing left in it except dust.

Archivists give much of their time, care and resources to classify the records of the "Occupation" and inventorying them. In 50 years, may be in 20, there will be nothing left of these documents; a good deal among them are perhaps already unphotographable. If these files are not immediately microfilmed, this excellent and unique source material for the four most tragic years of our history shall entirely disappear.

This is only an instance; one can generalize from this. All records in the Archives, all newspapers, majority of the books of these last years are all in the same condemned state. The archivist can only sound a note of warning and indicate the solution, the only one. It is for the government to decide whether or not it wishes that we may go down in History.

CHINESE SOURCES FOR INDIAN HISTORY

CHIA-LUEN LO

LIKE THE KNIGHTS OF THE GRAIL historians know no national boundaries in their quest for sources for history; but unlike the knights they can often than not attain their objects if they follow the right direction. For instance, in recent decades, Chinese historians like Hung Chiung,[1] Ko Shao-Wen[2] and Tu Chi[3] completed their important works on the history of the Yuan Dynasty (*i.e.* the history of the Mongolian period) by collecting, comparing, analyzing and utilizing historical materials from Western sources bearing upon that period, thereby giving rise to a new type of scholarship on Yuan history. Scholars of Iranian history will always appreciate the contributions found in B. Laufer's famous book *Sino-Iranica* which, revealing as it does Chinese sources hitherto unknown, throws a great deal of light on the history of Iran. And I cannot help feeling a little proud when I say that books by Chinese scholar-pilgrims, such as Fa Hsien, Yuan Chwang, and I Tsing, written in the early centuries and preserved to this day, can still be valuable sources for Indian history. Indeed, their names and books may be regarded as an inseparable part of Indian history and historiography as well.

Curiously, the records and writings of those Chinese pilgrims had been little known in modern India until European scholars translated some of them into English and other European languages. Great credit goes to James Legge,[4] Thomas Watters,[5] Samuel Beal,[6] St. Julien,[7] and a few other European sinologues. Distinguished

[1] Chinese Minister in St. Petersburg at the end of the 19th century, whose scholarly work "Supplementary Evidences from Translations for the History of the Yuan Dynasty" is a comparative study of Chinese and Iranian sources for that period.

[2] A great authority on the Yuan period, whose monumental work "The New History of the Yuan Dynasty" is generally accepted by Chinese and Japanese historians as a masterly contribution to the study of that dynasty.

[3] Late professor of the National Peking University, whose work "The History of the Mongols" is a careful study with reference to Western sources.

[4] "Fa Hien's Records of Buddhist Kingdoms" translated by James Legge.

[5] Thomas Watters' "On Yuan Chwang Travels in India, 629-645 A.D." an English translation of Yuan Chwang's "Ta-Tang-Hsi-Yu-Chi" (Records of the countries West of Tang) with commentaries.

[6] Samuel Beal's "Buddhist Records of the Western World," a collection of his translations of the works of Fa Hsien, Sung Yun and Yuan Chwang.

[7] St. Julien: "Historie de la vie de Hiouen-Tsang et de ses voyages dans l' Inde, depuis l' an 629 jusqu'à 645". It is to be noted also that the work of I Tsing, "Nan-hai-chi-kuei-nei-fa-Chuan" was translated by Prof. J. Takakusu of Japan, the title of the translation being "Record of the Buddhist Religion".

Western scholars of Chinese history and explorers in Central Asia, such as Edouard Chauvannes, Henri Cordier, Paul Pelliot, and Aurel Stein also regarded as authoritative references the records and writings of those Chinese scholar-pilgrims. It is a pity, if not an irony, that we Chinese and Indians have done practically nothing in this kind of interesting and important translation work.

In my earlier years I began to interest myself in the works of those Chinese scholar-pilgrims and felt drawn to a style of amazing accuracy found in Yuan Chwang's *Ta-Tang-Hsi-Yu-Chi* (Records of the Countries West of Tang) and his disciple Hui Li's biography of him of the title of *Ta-Tzu-En-Ssu-San-Tsang-Fa-Shih-Chuan* (Records of the Tripitaka Master of the Great Compassion Monastery). Both books contain a detailed and clear picture of the conditions of India in general and those of the reign of Harsha in particular in respect of culture, education, calendar, measures, politics, social relations, agricultural produce, industrial products, and, above all, religious traditions. Yuan Chwang was a most beloved and esteemed disciple of Silabhadra and proved such a brilliant and original scholar in Buddhist studies that his master and eminent fellow-scholars showered upon him overwhelming admiration and even made him the occupant of the first chair among the lecturers in the Nalanda Monastery, the great centre of learning of the time. His unique academic standing may be compared to the regius professorship plus deanship in a time-honoured English university, but Yuan Chwang was a scholar and personality of such an unparalleled stature of any age. His records and writings have also for centuries helped his fellow countrymen to know India and her cultural and philosophical wealth.

After and even before Fa Hsien, Yuan Chwang, and I-Tsing, there came to India many other Chinese scholar-pilgrims at different times between the third and eighth centuries. Their records and writings, though they may not reach the high plane of those of the best known three pioneers, are, nevertheless, highly valuable in their own right. Here, we cannot do better than to quote the late Prof. Liang Chi-Chao, an eminent scholar and reformer, who made a revealing study of Sino-Indian cultural relations in early times and a far-reaching search for the names and deeds of those scholar-pilgrims first to go to India to build up an intellectual bridge. His essay *Chinese Students going Abroad 1500 Years Ago and Afterwards* was generally accepted as a careful treatise on this subject. In his *The Study of Chinese History*, a well-known book on Chinese

historical methodology, the author told his own story of how he had done the research work:—

"It has long been my endeavour to trace out the ancient cultural relations between China and India and to discover a stream of those Chinese scholar-pilgrims who went to India to cultivate such relations. Fa Hsien and Yuan Chwang are, no doubt, well known names. But my final findings among historical records and individual biographies cover 105 scholar-pilgrims whose names can be established and 82 others whose names are in oblivion. Anyway, for all we know, as many as 187 of them visited or attempted to visit India at different times. At first, I confined my research to Hui Chiao's *Kao-Seng-Chuan* (Biographies of Eminent Buddhists) and I-Tsing's *Ta-Tang-Hsi-Yu-Chiu-Fa-Kao-Seng-Chuan* (Biographies of Westward Pilgrims) and I was overjoyed when I had collected therein the names of 67 scholar-pilgrims. My continued efforts in several months brought the total to 187, whom I classified according to their respective periods, places of birth, routes they took from China to India, scholastic achievements, and so on. These findings, I believe, will serve to throw some light upon Sino-Indian relations in the olden days and the interactions of the Indian and Chinese arts, literatures and philosophies."

Part of Prof. Liang's findings on this subject is as follows:—

Number of Pilgrims	*Period of going to India*
2	Later part of 3rd century
5	4th century
61	5th century
14	6th century
56	7th century
31	8th century

Number of Pilgrims	*Condition of Trip and Sojourn*
42	They learned in India and returned to China.
16	They are known to have gone as far as Western Sinkiang, but it is not certain whether they went on into India.
Unknown number	They did not reach India; they turned back after having covered a greater part of the journey.
2	They did reach India, but they returned to China shortly.
31	They never reached India: they died on the way.
6	They died in India.
5	They died on their way back to China after having completed their studies in India.
6	They made their second pilgrimage to India. One of them died midway of his return trip to India.
7	They stayed on in India indefinitely.
Unknown number	It cannot be established whether they stayed on in India or returned to China or where they died.

All in all, 109 pilgrim-scholars can be traced with a fair amount of certainty while 82 others or more must be left to further research. Among the former, 37 died on their journey to or back from India and six died in India, making a death rate of 39·4 per cent. This surprisingly high mortality must be accepted when we see what almost insurmountable difficulties attended their travel in those days across quicksand deserts and over snowcapped mountains. For instance, when Yuan Chwang passed through the Yu Men Gate and debouched upon the Mo-Ho-Yen Desert, he recorded, "Here I can hardly proceed. So thirsty I am, having had not a drop of water for five days and four nights. I might die any moment. . . . ." In the limitless expanse of the desert, this and other lone wayfarers followed no guide but the bleached bones of men and animals lying on the nondescript trail. As for the sea voyage it was beset by all manner of dangers and voyagers had to beg for their lives from winds and waves. Fa Hsien, for instance, braved the sea on his return trip to China. Once his boat was caught in a storm and the skipper ordered all the passengers to jettison all their belongings except necessary clothes. But Fa Hsien threw overboard his very clothes and kept his Buddhist scriptures and images instead. In another instance, while a furious typhoon was threatening to devour and capsize his boat, his fellow-passengers ascribed the wrath of the sea to the presence in their midst of a monk, and so they came near to throwing him into the sea as an appeasement. His intended destination was Canton, but, after being blown here and there for months, he finally landed at Tsingtao. It was a miracle that Fa Hsien and Yuan Chwang survived all the dangers of deserts, mountains, and seas. Only their thirst for knowledge, their religious fervour, their love for India, their conviction, fortitude and courage sustained them throughout their pilgrimage and such a spirit will always be a source of inspiration for those of us who wish to study India and Indian history and to develop closer Sino-Indian cultural relations.

While many of the pilgrims are not known to have left behind records or reminiscences, quite a few of them did write books, many of which later perished. For instance, the following books written by learned pilgrims in the 5th century are now known by their mere titles. *The Autobiography of Tao Yeh*, *Yu-lieh-Wai-Kuo-Chuan* (A Traveller's Records of Foreign Countries) by Bao Yun, *Wai-Kuo-Chuan* (Records of Foreign Countries) by Tuan Chin, and *Li-Kuo-Chuan-Chi* (Through Different Countries) by Fa Yung. . . .all seem to have been lost or in obscurity. This undoubtedly is lamentable,

but one must not give up hope and say that these and other lost books or manuscripts are entirely irretrievable. Hwei Chao's *Wan-Wu-Tien-Chu-Kuo-Chuan* (Travels in Five Parts of India), written in the early 8th century, had long been given up as a complete loss until, forty years ago, it was discovered in part, by accident, in the Thousand Buddha Caves of Tung Huang, Kansu Province. This salvage consists of more than six thousand scribed words, which are of course only a portion, not an essential one at that, of a long book. Yet a new hope wells up in the hearts of those who are always searching for missing links in historical data. The late Mr. Lo Tsen-Yu edited this revived portion of the lost book of Hwei Chao in his *Cloud Window Collection*.

There are books which are partially preserved in another manner. They no longer exist in whole by themselves, but references to and quotations from them appear in books and records by their contemporaries and later authors. For instance, Wang Hsiun-Cheh, Chinese envoy to the court of Harsha from Emperor Tai-Chung of the Tang Dynasty, wrote a book in ten volumes, entitled *Travels in Central India*. Unfortunately, this important work is nowhere to be found today, albeit some fragments of it appear in *Fa-Yuan-Chu-Ling* (The Pearled Forest in the Garden of Supreme Laws), a voluminous compilation of stories related to Buddhism and to the Land of Buddha, edited by Tao Shie, a learned monk of the Tang Dynasty. I am inclined to think that in different sets of *Chun-hsu*, usually in the form of a stupendous series of compiled and collected works, there lies a rich field for multifarious attempts at historical research.

Buddhism, no doubt, supplied the chief inspiration for the cultivation of cultural relations between China and India in old times. Consequently, books by Chinese scholar-pilgrims, which contain the fruits of their study of Buddhism as their main objective, not infrequently shed side-lights upon the various periods of Indian history. For instance, the consecutive series of the famous work *Kao-Seng-Chuan* (Biographies of Eminent Buddhists), the first series of which was written by Hui Chiao and the second by Tao Hsuen, contain various materials on conditions in India, in relation to or told by those Buddhist masters concerned, during various periods from the fifth to the eighth centuries. Chi Pang's *General Records of Buddhist Masters* and Nien Chang's *Chronicles of Buddhist Masters* and some other books of the line can also guide us through the long journey of this research.

Another source to be explored lies not in the works of pilgrims, but in those of historians. Ssu Ma Chien, the Herodotus of Chinese history, was the first to write not only on China proper but also on the north-western border regions and the neighbouring countries beyond, and his stupendous work *Shih-Chi* (Historical Records) was to serve as an illustrious example of history-writing for later historians, by virtue of both comprehension and comprehensiveness. Following this beaten path, Pan Ku wrote *Han-Shu* (History of the Han Dynasty) and Fan Yeh wrote *Hou-Han-Shu* (History of the Later Han Dynasty), both with chapters on "Countries of the Western region" including at least a part of India. Chapters of similar nature are found in *Wei-Shu* (History of the Wei Dynasty) by Wei Siu, *Chiu-Tang-Shu* (History of the Tang Dynasty) by Liu Hsu and others, *Sin-Tang-Shu* (A new History of Tang Dynasty) by Ou-Yang Siu and others, and *Sung-Shih* (History of the Sung Dynasty) by To-Keh-To and others. In *Sin-Tan-Shu* there is a section on Kashmir, and in *Sung-Shih* a section on India.

Apart from the above-mentioned standard historical works, references to India exist also in works of sub-historical nature though they treat in the main of institutions, customs, and personages of different Chinese dynasties. Tu Yu's *Tung-Tien* (General Institutional History of China), Wang Pu's *Tang-Hui-Yao* (Essential Records of the Tang Dynasty) and Wang Chin-Yo's *Tse Fu Yuan Kwei* (a huge collection of various works, completed about the end of the 10th century, consisting of 1,000 volumes, under the general editorship of Wang Chin-Yo by order of Emperor Chen Chung of the Sung Dynasty) contain materials of historical interest with reference to India, although they are very much scattered in various parts and would call forth painstaking work in research.

In later ages, with the improvement of the technique of navigation, Chinese travellers began to take to the sea routes to India and more of them were motivated by trade interests than by religious fervour. Indeed, the contact between the south-eastern parts of China and the south-eastern parts of India turned to a different aspect of Sino-Indian relations and it was characterized by a lamentable drop in the high intellectual level set by the earlier pilgrims. However, some of the travellers of this period did leave behind their own records; or else we gather their accounts and descriptions of the lands they had visited in the writings by others. Both kinds are still of historical value. In *Sung-Shih* there is a description of the country of Chu-lien, which, by inference of the context, is no other

than Chola. *Ming Shih* (The History of Ming Dynasty) records Men-ga-li as having diplomatic relations with China in the 6th year of Emperor Yun Lo (1408) and in the third year of Emperor Chen Tung (1438). Men-ga-li was evidently the Chinese version of Bengal. The customs and institutions of Bengal in those days are also delineated in Ma Huan's *Yin-Yieh-Shen-Lan* (Scenes beyond the Seas), Fei Sin's *Sin-Cho-Shen-Lan* (In a Boat Floating toward a Starry Land), and Chen Jen-Sieh's *Huan-Ming-Shi-Fa-Lu* (Political and Legal Ordinances of the Imperial Ming Dynasty). Therein is found Co-Chi State, which is the nearest Chinese translation of Cochin.

In *Ming Shih,* the Cape of Comorin is pronounced as Cum-ba-li. Marco Polo's Comari is a corruption from Kumari in Sanskrit. According to the records of the early Portuguese settlers in India, the King of Comari had under his aegis the states of Kaulam and Travancore. These coasts witnessed the earliest Chinese fleet paying courtesy visits to India. It was commanded by Cheng Ho, who came with a mission to establish contact with the countries in south-eastern Asia.

The above-mentioned sources are simply a few illustrations which may lead to further research and to more fruitful results in the study of Indian history by dint of Chinese materials. Handicapped as I am by a very limited number of books which I have with me in Delhi, I regret that I have not been able to write more than I have done on a subject which I am sure you will agree with me requires any number of references and is in the nature of things hardly exhaustible. I should, however, content myself with this much and hope that a straw thus picked up may suffice to show which way the wind blows. Historical research anyway exacts very much time, patience and labour. A true historian shall never overlook tributaries to the stream of history but work on in the ardent belief that such tributaries, insignificant and feeble as they may at first appear, will accumulate by degrees and finally form a strong current in the river bed, carrying the past over to the present. And historical research is a field which yields more the more it is tapped. Such is the spiritual reward for the historian, apart from his possible contributions to the monument and heritage of human achievements.

WHY PRESERVE RECORDS?[1]

PURNENDU BASU

National Archives of India

IN THE FIRST ARTICLE OF THIS SERIES it has been seen that Records are the products of transactions of which they form an integral part. As a transaction progresses, documents relating to it accumulate, usually not according to any preconceived plan, but as occasions arise. By the time the activity ends there is a quantity of documents which reflect the history and the process of that particular transaction. They alone remain as complete evidence of the thoughts and activities relating to that transaction. It is known that all responsible agencies, whether a governmental agency, a business agency or private institution, have a tendency to keep either all or some of these documents. For such a universal tendency there must be some reasons of universal application which, once found, would provide the key to the answer to the question put in the title of this article.

I

Whenever we keep by something, we do so because we attach some value to it. This value can be assessed in terms of future use, some advantage to be derived at a future date. The thing preserved may be intrinsically worth a good deal of money later on ; it may afford protection to one's life, property or reputation ; it may facilitate the later execution of some plan ; the owner may derive just an emotional pleasure in the mere thought of possessing it. With these future uses in mind we spend time and money over the continued preservation of those objects, and the greater the value attached to the object, the greater should normally be the thought and care bestowed on the problem of its preservation.

These same considerations hold good for records which all through known history have shown a tendency to survive their creators. It is true that this phenomenon has not manifested itself with an equal degree of universality in all ages and in all countries, but speaking generally the statement made above will not perhaps be seriously

[1] This is the second article in a series intended to introduce the subject of Records and their Administration to laymen. The first article appeared in Vol. II No. 2-4 (April-Oct. 1948).

challenged. It may also be stated without fear of contradiction that, so far as governmental records are concerned, the tendency for records to accumulate has grown with the expanding sphere and growing complexity of governmental activities. To go back to the question of the creation of records, what is the pattern of the organization of agencies which are the creators of records? The basic facts about organization of agencies are these; an agency consists of a group of people working together towards a common end. The process is broken down into parts which give us the major functions of the agency. These are in turn broken down into 'lines of activity'. The centre of the agency is its 'policy-making' part, and the responsibility shouldered by it is delegated to 'panels of operation' or 'lines of activity'. Another kind of activity is the 'staff and service activity'. This is composed of people who facilitate the 'line activities', e.g. investigators, researchers, etc.

All these functions—policy-making, operation and facilitating services—performed by different persons or groups of persons are directed towards a common end. If it is desired that the end is achieved with the least dissipation of energy, it is obviously necessary that all these different activities directed toward the common end should be co-ordinated and integrated. Left to themselves there is every likelihood of their working at cross-purposes with each other, duplication of effort and general waste of energy, time and money. The need for co-ordination becomes all the greater since most of the activities extend over a period of time. How can this co-ordination be effected? In an agency with its many parts and multifarious activities, it is not possible for any one individual or group of individuals to remember what specific job has been assigned to different sections and what parts of the job to different individuals in a section. It is like a gigantic jig-saw puzzle without a physical form of which the shape is determined only as the work progresses. Until its pieces are given some sort of tangible form, it is beyond human power to put them together to form a coherent whole. Records which document the policy planning and operational activities of individuals and sections are the only conceivable means of giving tangible shape to intangible thoughts and work processes. By means of records alone can be judged whether a particular policy laid down is being executed in the way it was intended, the progress of the work and the results.

Furthermore, for any responsible agency it is necessary constantly to look back and see what has gone on before. This is necessary, first,

in order to avoid going over again what has already been completely threshed out and thus wasting time and energy (as well as money), and secondly, to ensure that nothing is done in flat and unwarranted contradiction of some earlier decisions, laws and regulations ending in embarrassment. These are all the more important for a government. In a complex organization of today it is again not possible for anyone to remember all that has gone on before and records are again the only means of refreshing one's memory with any degree of certainty. Records constitute the tangible memory of an organization.

It is also well known that for the efficient planning as well as performance of any function it is essential that it should be possible to fix responsibility on individuals who should be answerable to a superior authority. The saying "What is everybody's business is nobody's business" is an acknowledged cliché, but it is true all the same and perhaps nowhere it is more apparent than in the realm of governmental activity. Responsibility for any action can be fixed definitely only if there is provision for correctly reconstructing past deliberations and decisions and the course of individual actions. Left to memory alone, there may be contradiction between the recollections of different persons, unconscious distortion or deliberate misrepresentation of facts. It is actually leaving too much to chance to expect that without records any transaction can be reconstructed correctly after the passage of even a few days. To quote Fritz Morstein Marx,[2] an authority on public administration, "a complete record is the most objective reporter, and hence the most effective means of exacting responsibility. This is also attested by the fact that the simplest manoeuvre to escape responsibility has always been the manipulation or even destruction of the record." Cases bearing out the truth of the last sentence would be familiar to most administrators in India as elsewhere. Says Dr. Marx, "One of the essentials of responsible administration is transparency of the administrative process in terms of both what is going on today and what has gone on before. In the realm of government, the requirement of transparency relates to political as well as managerial needs." I have already referred to the managerial needs and the part played by records in "charting the course of institutional policy, determining programme priorities, and infusing a unity of purpose into the whole organization." These needs are obvious to any administrator, but if further endorsement by

[2] Fritz Morstein Marx: *The Role of Records in Administration*, a paper read before the Society of American Archivists, Oct. 25, 1946. In the subsequent portion of this article I have freely borrowed from Dr. Marx.

experts is needed, here are at least two. The Taft Commission on Economy and Efficiency (of U.S. Federal Administration) reporting in 1912 in its Memorandum of Conclusions identified the three needs viz. (*a*) the need for "obtaining all the papers relating to a particular subject," i.e. completeness of the record, (*b*) the need for "rapidity" of access, and (*c*) the need for adequacy of cross referencing. The second authority is that of the British report published in 1918 of the Machinery of Government Committee under the Chairmanship of Viscount Haldane and including among its members such persons as the late Beatrice Webb. It said that the administrative body should make better provision for "the organised acquisition of facts and information, and for the systematic application of thought, as preliminary to the settlement of policy and its subsequent administration." Again, the Committee pointed out that a department head "must have at his disposal, and under his control, an organization sufficient to provide him with a general survey of existing knowledge on any subject within his sphere, with tables of statistics and comment upon such tables which will keep him in touch with the progress of any work that can be expressed in this form, and with reports upon questions affecting the department's work which require scientific knowledge in their preparation. What is needed in these cases is a competent, swift, and self-contained inquiry for the purpose of enabling a particular Minister to deal with a specific administrative problem." All this can only be attained through adequate documentation and maintenance of records.

So much for the need of proper documentation and maintenance of records to ensure efficient management. As an evidence of the truth of the obverse, that the absence of proper record management is not conducive to efficient administration, Dr. Marx quotes from the Letter-to-the-Editor section of the *Economist*, where the personnel chief of a commercial firm in England, exasperated with the central department in charge of the employment exchanges wrote that employers would not look with much confidence on the Exchanges "until the Ministry's Dickensian record systems and office organizations are changed to something more in keeping with the present age." Do we in India have to go far out of our way to echo this observation?

As to the political needs of the "transparency of the administrative process," I cannot do better than quote Dr. Marx himself. He says: "Perhaps the most characteristic feature of democracy is its insistence that public business be conducted along the lines of public preference and under the eyes of the public. The implications of this principle are manifest in every part of the machinery of representative government

unimpeded public debate of political issues; presentation to the voter of alternative proposals advanced by different parties; free elections held periodically; supremacy of lawmaking vested in popular assemblies; and accountability of the executive branch. Each part, indispensable in forming the whole, serves as a guarantee that the people's common affairs remain its own in a real sense. As a corollary, all phases in the pursuit of public purposes must be illuminated by public knowledge of means and ends.

"This is particularly true of securing accountability of the executive branch. In the first place, in order to obtain accountability it is necessary to devise proper channels of legislative inquiry.... It is obvious that without at least a minimum of reasonably well-understood procedures for drawing specific information from governmental officials, the legislature would be unable to hold them accountable for the exercise of their authority.

"Equally important is a second factor—the basis of the information they are called upon to furnish. It would amount to a defeat of legislative inquiry should they be free to make up their stories as they saw fit. If they could not be pinned down to incontrovertible facts, their explanations would be of little value. Thus the state of administrative records is of vast significance to the efficacy of democratic control."

To this may be added, records also provide the government official with good defence when his actions in official capacity are subjected to unwarranted criticism and their good faith is called in question.

II

So far I have dealt with the value of records when they are more or less in a state of currency. It may be argued, and it *is* argued, 'Very well, let records serve their purpose of refreshing one's memory about the course of a transaction while that transaction is in progress. But when that is over and a reasonable time has elapsed thereafter during which questions are likely to be asked about the transaction, the records related to it cease to be of any value and may safely be destroyed'. There is some force in this argument and it is certainly applicable to a certain part, perhaps the greater part, of the records created in government agencies. But there are some records which possess intrinsically or acquire later on other values besides administrative value. Mention was made in the first article of 'retention values' of records. What are these retention values? It would be

relevant to remind the reader here that in these articles I have confined myself mainly to governmental records.

First of these values is, of course, administrative value. It has already been seen the extent to which the efficient working of an agency depends on competent creation and maintenance of its records. Those remarks are mainly for records during their period of currency or immediately after. As records become non-current, that is, they are no longer required for reference in connection with the transaction of which they were the product, the time comes to judge who else may be interested in them. In the first place, agencies other than the creating ones. For instance, fiscal documents filed by one agency mainly for the purpose of auditing, may be useful to another agency which, in later years, has the charge of protecting the Government against claim cases. Then, there is the interest of outsiders, which is a very important matter. Most records, particularly of municipalities and such local bodies, are evidence of the rights of citizens or of their obligations to fellow citizens. Birth, marriage and death records have bearing on the question of citizenship and rights inherent in citizenship ; records relating to transfer of property are needed to clear up disputed inheritance cases ; election registers evidence the right of people to participate in the government of the country. Police and court records often bear evidence to the fact that a delinquent has atoned for his delinquency or that accusations against one were baseless ; tax returns prove that some citizens have met certain of their obligations to the state. Other records again establish the rights of certain citizens to follow certain avocations. Finally, the citizen can, from the records, check up on how his representative has shared in running the government and how his hard-earned money paid in the shape of taxes has been spent.

Another set of values are the "research values"—admittedly a very wide and amorphous term. It can have a hundred different facets and he would be a bold man indeed who would dare list them. The matters of interest for research change from time to time and are ever increasing. Fifty years ago in India practically the only subjects of research among records which one could imagine were genealogy and political history. Since then records have been used for such variety of purposes as tracing social and economic trends, evolution of political thought and practices, geographical and industrial development, planning of social services by studying population trends, military tactics, scientific progress and a multitude of others.

In deciding what is of value, some feel that only what is old is

valuable. This seems to be the dominating idea held by scholars in this country. The very simple fact that what is fresh today will eventually become old is surprisingly often lost sight of. In evaluating records one has to, so to say, project himself into the future.

As to the utilization of government records, what do we find in actual practice? It has already been stated that records are preserved by governments, institutions, etc., primarily for their own administrative reference purposes. The truth of this statement would be borne out by the following statistics: on an average every year the National Archives of India performs reference service of various kinds to the extent of handling roughly 25,000 inquiries involving consultation of records in its custody. Of these at least 20,000 inquiries come from the various Ministries and operating Departments of the Government of India; the remaining 5,000 or so include inquiries made by state or foreign governments for administrative purposes, private citizens for personal purposes (legal, genealogical or others) and historical research scholars. Yet popular belief would have it that the archives exist solely for the purpose of historical research. Some people, otherwise knowledgeable, even believe that the real name of the National Archives of India is "the Historical Record Office"—we often receive letters thus addressed to us. Such people also believe that the function of a government record office is not only to assist scholars but actually to do historical research. Then others, among them even administrators of long standing, seek to distinguish between "administrative records" and "historical records". It will be sufficient to point out here that the distinction between "administrative" and "historical" records is a highly artificial one. All records are created and preserved by their creators for administrative purposes, and never for the specific purpose of historical research, *i.e.* research by scholars for the purpose of writing history. At the same time, all records are potential sources of historical knowledge inasmuch as they record certain events and are the authentic evidence of the courses of certain events. Record offices have been in existence from the earliest times of organized administration, but the systematic use of records for historical research purposes dates back to barely a century.

What is obvious is that records are source materials of history. Government's records are as much sources of history as any other records, but they are not the only sources nor do they contain a complete account of the course of the nation's history. They are limited to the extent to which government's activities form part of

the totality of the nation's activities as a whole. Only if one could get together all records, of government, semi-governmental institutions, private bodies and individuals, of a particular country for a particular period, one would have practically the complete source materials for the history of that country for that period. Thus, although government's records are not created specifically to provide evidence for historical research, by their very nature they become one of the most valuable tools for that purpose, a fact which is usually borne in mind by an intelligent and progressive administration.

To sum up in the words of Philip C. Brooks, another contemporary administrator and specialist in records management: "Records are the means by which public officials in a democracy are accountable to the people. They are tools of administration, the memory of an organization, the embodiment of experience, protectors of legal rights, and sources of many kinds of information."[3] Dr. Brooks adds: "records are often taken for granted, but they merit real attention if good government is to be realized." It will be my object to show in the following article what constitutes that "real attention".

[3] Philip C. Brooks: *Public Records Management*, page 1.

MANUSCRIPT REPAIR IN EUROPEAN ARCHIVES[1]

L. HERMAN SMITH

II. THE CONTINENT

FRANCE, BELGIUM, AND THE NETHERLANDS

Archives Nationales (Paris)

CREATED IN 1789-1790 by the Constituent Assembly, the national archives of France were in the beginning only the documents relative to the operations of this assembly; but the events of the French Revolution and the centralizing spirit of the National Convention transformed the archives of the assembly into a general repository of all papers from the administrations of the old régime. Everything fell into the hands of the new government and was centralized not only in Paris but in the chief cities of the departments: archives of the seignorial justices; titles to ecclesiastical grants; records of the ancient provincial administrations, religious orders, judicial corps, lay corporations, and academies; papers of princes, emigrants, and condemned prisoners. First installed in the Louvre, the national archives were in 1808 transferred to the old residence of the princes of Soubise, acquired for the purpose by Napoleon I. To them were added, roughly, all the papers of the establishments of the old régime in Paris, forming the ancient section of the archives (the judicial papers, provisionally deposited in the Palace of Justice, were reunited in 1848 with the historical and administrative papers in the Soubise mansion). The modern section of the archives comprises the papers of the revolutionary assemblies and those transferred during the nineteenth century by various ministries (with the exception of some, such as the Ministry of War, which retained their own records). These transfers were continued in accordance with a decree of January 12, 1898, which provided for the periodical conveyance of *dossiers*, registers, and individual items no longer needed in the current business of the ministries. The

[1] This is the second and concluding instalment summarizing the results of Mr. Smith's investigations into methods of manuscript repair in some of the principal European archives. The first instalment appeared in *The Indian Archives*, Vol. II, Nos. 2-4. Reprinted by kind permission from *The American Archivist*, Vol. I, No. 2 (April, 1938).

national archives also receives records from certain private muniment rooms.[2]

The *atelier de réparation* in the Archives Nationales is a smallish, dark, cluttered room, up a flight of narrow stairs. The light is rather feeble, and presses and book-binding equipment crowd the room. Another room, below, is devoted to binding repair. Three or four repairers, headed by M. Dubos, comprise the staff. The principal characteristics of the repairing technique followed here may be briefly listed:

1. *Parchment repair*

For simple joins of two torn pieces, Japanese paper (very thin and yellowish) is pasted on both sides, pressed, and later almost entirely removed by means of sandpaper.

No moisture is applied during parchment repair. If the document requires previous flattening, it is pressed between moistened sheets of paper.

For supplying missing portions, pieces of old parchment (blank pages from manuscript volumes in the archives) are used, matching as closely as possible the colour and texture of the document.

A thick, wheat flour paste, with alum added, is the adhesive.

2. *Paper repair*

Japanese paper is again used. It is considered less expensive and more transparent than silk gauze. Moreover, missing bits of writing are sometimes supplied in new ink, and it would be much more difficult to write over the gauze than over the Japanese paper.

3. *Binding repair.*

The original style of binding is retained where possible, and old leather panels are replaced when they contain stamped patterns or anything of interest.

The stacks are of predominantly wooden construction. Long corridors have been converted into series of alcoves of tall wooden shelves. Outside windows are the only means of ventilation. Dust is one of the greatest problems encountered. There are many volumes, but most of the individual documents are kept in *dossiers* in uniform heavy strawboard boxes, with hinged tops and let-down flaps in front.

[2] *Guide international des archives* (Paris; Institut International de Cooperation Intellectuelle, 1934), pp. 112-113.

Bundles are usually secured by a strip of webbing fastened around them, with a metal clip attached.

Bibliothèque Nationale (Paris)

A letter of introduction to M. Leroy, secretary-general of the Bibliothèque Nationale, paved the way for a very brief visit to that vast institution. A short time was spent in the bindery with Madame Friedrich, the manuscript repairer. Japanese paper and a kind of parchment paper are her chief materials. Missing portions are supplied with the parchment paper, and the joins are covered with Japanese paper, pasted down with thin flour paste. Gradually increasing pressure is an essential step in repair, as usual.

Remodelling and modernization, including particularly the installation of proper lighting and ventilation, are proceeding steadily in the Bibliothèque Nationale. There is still no electric light in the stacks, so that no book requests can be filled after a certain hour, which in winter is quite early in the afternoon. Additional space for books has been provided by the transfer of all the provincial newspapers to a repository (formerly the stables of Marie Antoinette) at Versailles. Working quarters have been rearranged and improved, notably the reserve reading room and the cataloguing department. A *salle de bibliographie* has been created by uniting in one room the library catalogues and principal works of reference. The manuscript reading room was fleetingly glimpsed, but the manuscript stacks were found to be closed to visitors by virtue of an inflexible rule.

Archives Générales Du Royaume (Brussels)

The Archives Générales Du Royaume in Brussels is one of nine repositories established in the chief cities of the provinces, each of which preserves the records of its particular province since 1830. The Brussels repository keeps, however, in addition to the provincial records of Brabant, the archives derived from the old central government administrations, excepting the ministries of foreign affairs and national defence, which maintain their own archival service. There is a series of printed and typed indexes of the national archives, in volume form, available to readers. The chief archivist is M. D. D. Brouwers, formerly conservator of the archives of Namur.

The repair laboratory, in the charge of M. Bolsée, is situated in a little annex to the main archives building, which must be

approached from the outside. It contains two rather small rooms, one used by the printer and photographer, the other by the two repairers. The work-bench, topped with a black marble slab, faces the window.

The chief method of repair in the Brussels archives has for about the last nine years consisted of the application of a celluloid solution called *zapon,* composed as follows:

Celluloid, fine shavings	3 gr.
Camphor	1 gr.
Acetone (or acetic ester)	20 gr.
Amyl acetate	76 gr.

or

Nitro-cotton	3 gr.
Camphor	1·5 gr.
Amyl acetate	75·5 gr.
Acetic ester (or acetone)	20 gr.

The *zapon,* in liquid form, is brushed on one side of the manuscript, which is then hung up to dry. This takes about two hours, depending on the temperature of the room. When dry the *zapon* becomes a thin yet strongly hardened film, serving as a protective covering for the manuscript and even filling in small holes and tears. When a manuscript is thus "zaponized", no actual repairing (in the sense of filling in torn or missing portions) or resizing is deemed necessary, as it can be handled with perfect safety even if its edges are ragged. The occasional concession, however, of using a small piece of transparent silk gauze, may be made when there is a serious tear in the manuscript. Not only paper but also parchment documents have been treated with *zapon.*

Although nine years have produced no discolouration or apparently harmful results in paper documents treated with *zapon,* not enough time has elapsed to justify a final verdict as to its chemical stability. Inflammability is another question to be seriously considered. Although experiments seem to indicate that the "zaponized" documents burn no more easily than ordinary paper, there is a definite danger of the vapour from the *zapon* catching fire, especially in rooms with any type of open fires. It has been suggested that this inflammability could be reduced by replacing a considerable quantity of the solvent with chloroform or carbon tetrachloride ; but this would not only be more expensive but would necessarily involve special

arrangements for ventilation in the workroom. While there is no doubt that fragile paper documents treated with *zapon* are thereby strengthened and protected against further damage, it is also true that much the same strengthening and protection can be obtained by an application of ordinary animal size (from pieces of vellum or parchment boiled down in water), as at the Public Record Office in London. All early western papers were animal-sized at the time of manufacture. This size is not only cheaper, simpler to make, and less hazardous to use than the *zapon*, but also has the added recommendation that it restores to the paper the quality which it has lost. Parchment documents treated with *zapon* in the Brussels archives appeared crinkly and brittle to the touch, and in some cases the ink had spread.

In the Brussels archives it is the usual practice to use chemical means for bringing up faded or stained writing. This has been done not only in cases of manuscripts previously stained with gall but also with those which were faded because of any one of a number of factors. There are two separate and successive chemical baths indicated—the first (one part ammonium hydrosulphate to twenty parts of water) to bring up the writing and the second (0·4 gr. of tannin and 5 c.c. of acetic acid to 100 c.c. of water) to make the reaction permanent and at the same time to prevent any harmful effects of the first reagent. M. Bolsée made it clear that the second bath could sometimes be used alone, particularly in cases where the manuscript had been previously stained with gall.

The manuscripts which had been given these treatments were not very reassuring in appearance, having great, discoloured blotches. The more recent method of bringing up faded writing by examination under ultra-violet light is not yet in favour with the authorities here, as they feel that anything made visible under the ultra-violet must necessarily be visible in the first place to the naked eye. They have not yet had the opportunity of testing the remarkable results which can be obtained with ultra-violet light, both for visual examination and for purposes of photography. Furthermore, they do not take into account that the use of ultra-violet light entails no risk whatever to the manuscript (something which certainly cannot be said of chemical reagents, no matter how carefully they may be applied).

The methods of repairing and moulding seals in Brussels originally served as a model for the Public Record Office, so that the two procedures are virtually identical. In general, however, there are more added refinements in the English method of moulding—

such as the use of waxed paper to protect the seal, and the making of an overhang in the plaster cast in order to facilitate its separation from the mould. Very little actual seal repair is undertaken in Brussels—only where absolutely necessary to prevent the seal from cracking up—and there is no filling out of missing portions with new beeswax. An impressive semi-circular room containing tiers of drawers has been built to house the collection of over 28,000 plaster moulds of seals, in addition to some of the more precious documents with seals. There is a carefully compiled index, with descriptive information, of all the moulds in the room. It was disturbing to note that some of the original wax seals were wrapped in cotton wool without any protective covering of waxed or greased paper to keep the inherent moisture of the wax from being withdrawn.

The outstanding features of the stacks observed were: (1) steel construction and very tall shelving, necessitating a stepladder to reach the upper shelves; (2) exceptionally wide aisles; (3) fire extinguishers at intervals; (4) ventilation only by opening windows occasionally; (5) long distance for attendants to walk to bring manuscripts to the reading room; and (6) unbound manuscripts left unbound (placed between pulp-boards and tied with tapes with flaps of cloth and paper at top and sides to keep out dust, or else in paper folders within large pasteboard boxes); but documents bound up at some time in the past undisturbed.

The photographic department in the Brussels archives is quite active on behalf of both readers and correspondents. In many cases photographs of fragile manuscripts are shown to readers instead of the manuscripts themselves.

ALGEMEEN RIJKSARCHIEF (THE HAGUE)

The Dutch system of provincial archives, with a central repository in the capital city, is very much on the order of that in Belgium. The Algemeen Rijksarchief, in The Hague, preserves in addition to the usual governmental records the archives of the Dutch West Indies up to and including the year 1846. There are a number of printed summary catalogues of the various classes of documents, which are being added to as finances and available time of staff permit. There is no card catalogue. A yearly resume of progress in cataloguing was formerly added to the archivist's *Annual Report*, but this has now been discontinued except as an occasional separate publication. The chief archivist is Professor R. Fruin.

Here, as in many other archives visited, the bindery and repair-shop are combined, and the chief repairer, in service at the archives for twenty-five years, is a man who has a wide background of binding experience. The room in use has windows on two sides, with the workbenches facing them. A large cutting machine occupies the centre of the room.

Japanese paper is the principal repairing material. The usual procedure for repairing a paper document which is in bad condition, with perhaps a portion missing, is to fill in the missing section with old paper (selected to match the document as closely as possible) and then to cover both sides of the document completely with a sheet of Japanese paper. A commercially prepared binder's paste, well diluted with water, is used as an adhesive. The document is finally subjected to pressure, light at first but increasingly heavy, until it is thoroughly dry. The same method is used for the repair of parchment documents, except that filling in (with old parchment if possible) is seldom done. Flattening is accomplished in the press, as with paper documents; but it is sometimes necessary when dealing with large charters to spread them on a large surface and tack them down at the edges to insure their drying straight. No resizing is done, as it is deemed unnecessary when the document has been covered on both sides with Japanese paper.

The cardinal objection to the use of Japanese paper as a covering for fragile manuscripts is that it is not completely transparent. Handwriting which is in a heavy or even ordinarily intense ink is usually quite readable through the Japanese paper, but faded writing is apt to be almost completely obscured. Another question which arises, as with all materials employed in manuscript repair, is this: Will the Japanese paper change colour in the course of time? It is generally conceded to be absolutely stable, and its long and meritorious record of service in the Dutch archives (since 1858) would seem to indicate that it is unobjectionable on this score. In more than one case during this tour of archives in Europe, the writer was told in all seriousness that a slight yellowish tinge in the Japanese paper was all to the good, as it disguised the newness of the repair. Here there is a definite and rather deplorable departure from the accepted view that manuscript repairs should never be disguised or made so intentionally fine that they are not immediately apparent to the naked eye.

What about the practice of using blank sheets from old documents as repairing material? No doubt in many repositories the supply is practically inexhaustible, but the mere fact of availability

is not the only thing to be considered. More important—in fact, often extremely vital to the scholar—is the evidence furnished by blank leaves as to the original physical condition of the document. In other words, if a document is worth preserving for posterity, it should be preserved in its original state, unchanged (as far as possible) in physical appearance or content. Only thus can it be of the fullest, unquestioned value as historical or literary evidence. Any sign of tampering may lead to confusion or even doubt of its authenticity.

There is no seal repair or moulding attempted in the Algemeen Rijksarchief, except the occasional gluing together of broken seals.

The *magasijn* (stack) was built about 1900 and consists of six floors, of all-steel construction, with grill flooring and stairs. The shelving is of slate. The ironwork, painted white, is unusually clean, in the Dutch tradition. Handlifts operated by ropes are found at intervals for transferring documents from one floor to another.

The steel shutters on the windows, electrically operated, can be closed all over the entire building in two minutes. Ventilation is secured only by occasional opening of the windows. Heating pipes along the lower floor keep the winter temperature up to about 58°F. in the stacks; in summer no artificial adjustment is necessary.

The prevailing types of container for the storage of documents are portfolios (two boards tied together, as at Brussels) and boxes. The portfolios in general have no dust flaps. Loose documents are not bound. Documents bearing seals are placed in separate envelopes, then arranged upright in boxes with let-down flaps on one side. Maps are kept flat if possible and laid in heavy portfolios in drawers.

Records of documents taken from the stack for use by readers take the form of entries in a charge-book. No slips are placed on the shelves to show where documents have been removed, except in portfolios from which a single item is taken. Documents reserved for readers are not returned to the stacks nightly but are kept in the reading room while in use.

At one side of one floor of the stack is a row of "cells" with separate doors, where items of particular value are kept, such as:

1. The original Treaty of Westphalia, 1648, by which the Netherlands gained their independence from Spain—in French and Spanish; two separate volumes (original red velvet); signed by Philip of Spain, with his seal in gold; kept in a glass case within a steel safe, the top of which when lifted to a vertical position and pushed downward causes the glass case to come up into view.

2. Several large charters on parchment bearing the seals of all the principal cities of Holland, in order of date of founding (from left to right), with accompanying signatures of burgomasters. Greenish wax predominant in the seals.

3. Some very early maps of Holland, one or two of New Netherland. The very early charters on parchment, going back in some instances to the twelfth century, are stored in wooden cabinets on deep thin wooden shelves, which may be pulled out. The documents are kept flat and in position by tapes.

A photographic department supplies reproductions of documentary material upon request and occasionally undertakes ultra-violet photography. An ultra-violet apparatus of the Hanau quartz-lamp type is available to readers in a dark chamber provided in the photographic department. This particular lamp is a therapeutical model, nickelplated, and can be lowered or raised by a cable. Readers themselves may bring manuscripts up from the reading room to the ultra-violet chamber. A consultation period of longer than fifteen minutes is inadvisable, as there is no air in the chamber when the door is closed.[3]

GERMANY AND AUSTRIA

Preussisches Geheimes Staatsarchiv (Berlin-Dahlem)

The Preussisches Geheimes Staatsarchiv in Berlin-Dahlem contains the central archives of Brandenburg and Prussia, dating from the end of the sixteenth century. These consist of the records of the central Prussian authorities (Privy Council, General Direction, ministries of the modern era, other central administrations, high

[3] For additional material on the French archives see: Léon Dorez, "L'incendie de la Bibliothèque nationale de Turin", *Revue des Bibliothèques,* XIV (1904), 77-99. Franz Ehrle, "Sur la conservation et la restauration des anciens manuscrits", *Revue des Bibliothèques,* VIII (1898), 155-172, translated from the Italian by Léon Dorez. The same article appears in *Bibliothèque de l'Ecole des chartes,* LIX (1898), 479-495. F. C. Lonchamp, *Therapeutica graphica, ou l'art de collectionner, de conserver et de restaurer les dessins, les manuscripts, les estampes et les livres* (Paris and Lausanne: Librairie des Bibliophiles, 1930). Méray, "Moyens de restaurer les vieux livres", *Annuaire du Bibliophile* (Paris, 1862). "Procès verbal de la Conférence internationale pour la conservation et la restauration des anciens manuscrits tenue a Saint-Gull", *Revue des Bibliothèques,* VIII (1898), 415-425.

For Belgium, see Elise Samuelson, "De la restauration d'anciens manuscrits par le kitt", *Actes du Congrès international des Archivistes et Bibliothécaires de Bruxelles* (1910). (Brussels: Siège de la Commission permanente des Congrès, 1912), pp. 205-208; and for the Netherlands, Maarten Schoengen: "Over het Zapon", and "Verlag van Dr. Sello's lezing over Zapon op den Dritten deutschen Archivtag, te Dusseldorf", *Nederlandsch Archievenblad,* XI (1902-1903), 32-45, 143-156.

courts of justice, etc.), the archives of the Prussian army (up to 1866), the records of the Ministry of Foreign Affairs (to 1867), and of the "Kingdom of Westphalia" (1807-1813), in addition to a collection of maps, etc. There is a printed summary catalogue of the archives, in two volumes. Many early manuscript and printed lists of departmental records (called *Repertoria*) are available to readers, and a partial card index to the *Repertoria,* covering names and subjects, is helpful in a number of instances. Dr. Heinrich Otto Meisner is chief archivist.

Except in the case of documents of extreme fragility (which are reinforced where necessary by a double thickness of Japanese paper and covered on one side with transparent silk gauze), the prevailing method of repair in the Prussian archives involves the application of parchment paper (a transparent paper, German-made, similar to parchment). This material is applied with wheat flour paste to both sides of the document, thus covering it completely. The advantages urged for parchment paper by the staff of the Prussian archives, as compared with silk gauze or Japanese paper, are several:

1. It is cheaper.

2. It is easier to apply: More documents can be repaired in a shorter time (an important point in a large archival repository). But this simplicity of application is offset by a disagreeable crinkled condition apparent in the repaired document, which persists in spite of pressure and repeated smoothing subsequent to application.

3. It is flexible. In this respect it is supposedly much superior to *zapon,* which is brittle and may cause the paper to crack when bent sharply. But, in common with *zapon,* the parchment paper gives to the document an unnatural, slick appearance and feel.

4. It is not likely to change in colour. At least, after about ten years' use in the archives no change has been evident. But the colour of the parchment paper is yellowish to begin with, and consequently a distinctly yellowish tinge is imparted to documents covered with it.

5. It is free from acidity, which may be injurious to the paper. This was not true of the earlier parchment paper, but now a special quality is manufactured for the Staatsarchiv by the firm of Knoeckel, Schmidt, & Co., in Lambrecht (Rheinpfalz), guaranteed to be acid-free. Several thicknesses are available, but a medium weight—not the thinnest—is used by the Staatsarchiv. It costs about 680 Rm. per 1000 kilogrammes.

A similar procedure is followed in the repair of parchment documents; no new parchment is employed. Seal repair is done on a small scale.

The Prussian archives issued under the date of October 6, 1936, an official communication addressed to all German archives, entitled *Richtlinien für die Ausbesserung von Archivalien* (Guides for the Repair of Archives). This mimeo-graphed circular emphasizes the necessity of proper conservation and restoration of records, both official and unofficial, including such important sources of local history as parish registers. An offer is made to repair local archives in the technical repair-shop of the Geheimes Staatsarchiv, or, in case such work has been undertaken by the local staff or in a commercial workshop, it is suggested that the repaired manuscripts be sent to Berlin-Dahlem for examination. A brief outline of recommended repairing methods is set forth, and it is pointed out that adaptations of procedure can be made with regard to different types of archives. Silk gauze, Japanese paper, parchment paper, old paper, and new wood-free and weakly-sized paper are all listed as possible repairing materials, but the parchment paper is suggested to be most suitable in a large number of cases. It is explained that the parchment paper is manufactured only under special conditions and in large quantities, so that it is best to order through the Geheimes Staatsarchiv, which undertakes to deliver smaller quantities cost free to local archives or at cost price to private bookbinders connected with the archives.

The stacks, in a fireproof wing of the Prussian archives building entirely separate from the offices, are quite new but already full almost to capacity, and an addition is therefore contemplated. The construction is of steel throughout, but the shelves are wooden. The linoleum-covered floors are kept spotlessly clean.

In general, documents as transferred from the state departments are already bound in some form, or perhaps only sewed together. It is customary to place two or three of these volumes together and wrap them in a dustproof paper folder, which is tied and labelled. The records of each department are of course kept separate, generally in chronological order. Very early documents with seals are kept in paper envelopes in boxes. The earliest records in the office date from about A.D. 1200 and mostly relate to lands, etc., in the mark of Brandenburg. There is a collection of loose seals—removed, at some unknown time in the past, from the documents to which they were originally affixed—which are numbered, classified, and kept in drawers. Certain rooms in the stack are devoted solely to state

treaties, which are usually quite spectacular in appearance, with silver skippets and velvet covers with fancy tassels.

The reading room in the archives is modern and well lighted, with accommodation for about a hundred readers. Superintendents sit at raised desks at each end of the room, behind which are shelves where documents are retained overnight. A large proportion of the readers are bent on genealogical research.

Dr. Ibscher

At the recommendation of Dr. Rohr, of the Prussian archives, a visit was paid to Dr. Ibscher, widely known as a restorer of ancient manuscripts, whose headquarters at the time were in Egyptian Department of the Neues Museum in Berlin. One of Dr. Ibscher's most expert accomplishments is the repair of ancient manuscripts on papyrus. He has even succeeded in making papyrus according to the ancient method, from the papyrus plant. There were numerous papyri on hand which he had already treated, together with a very badly damaged and matted specimen which awaited attention. The latter had been water-soaked at one time and seemed a solid, inseparable mass, with the writing worse than illegible. By dint of great care and unending patience, however, it is possible to lift the papyrus sheets one by one with small steel pincers, fit together fragmentary pieces, and mount them individually between glass. No attempt is made to restore or reinforce the damaged papyrus; it is simply protected against further damage.

Dr. Ibscher's methods of paper and parchment repair (with Japanese paper and silk gauze) are almost identical with those in use at the Prussian archives. One minor deviation in technique, however, is worthy of note. To flatten and dry a repaired document on paper, Dr. Ibscher does not resort to pressing; he simply pastes down to the board or repairing surface the surplus edges of the Japanese paper and silk gauze, which he intentionally has allowed to extend a little beyond each edge of the document, and leaves it to dry out. A paste-board is lightly laid on the document to protect it from dust, but no pressure is exerted. Documents on parchment, on the other hand, are flattened and dried in a press. They are usually repaired in much the same manner, although new parchment may be used for reinforcement if the items are particularly valuable. The paste used in this operation is Hofmann's *reis-sterg* (commercially prepared), which has, obviously, a rice basis. Dr. Ibscher mixes it with water

(first cold, then boiling), stirs constantly till it is of a creamy consistency, and strains it through a cloth to get rid of lumps. He makes it freshly every two or three days to insure purity and cleanliness and freedom from bacteria. No resizing is done, as the paste itself is supposed to contribute sufficient strengthening qualities.

Herr Richter

Herr Richter, of the Department of Engraving of the Neues Museum, specializes in cleaning, repairing, and mounting etchings, drawings, engravings, etc., and also in the repair of old bindings. For the removal of the brown spots which often occur on engravings, Herr Richter recommends the following treatment:

Immerse the engravings consecutively, for the period of time indicated, in four baths as follows (large shallow porcelain trays will be found most suitable)—

1.	Pure water	2 hours
2.	*Chlor* (A solution of 400 gr. of chloride of lime in 4 liters of pure water)	2 or 3 minutes
3.	*Anti-chlor* (A solution of 200 gr. of hyposulphite of soda in 4 liters of water which neutralizes the effect of the chlor and serves as a fixing agent)	3 minutes
4.	Running water	6 hours

Dry between frequently changed blotters or other absorbent sheets.

(Note: The *chlor* and *anti-chlor* are kept in yellow glass bottles. The *chlor* is always strained through a cloth before use.)

Reichsarchiv (Potsdam)

The Reichsarchiv, or national archives of Germany, was founded in 1919. The archives building is a former military school, extensively remodelled and enlarged, on a hill in Potsdam called the *Brauhausberg*. The institution is divided into two principal departments: archives and historiography. The archives include the records which are periodically transferred from the departments of the Reich. They are subdivided into political, economic, juridical, and military documents, bequests and collections relating to contemporary history, maps, and photographs. The historiography section is at present

working on the subject of the World War, for which there are masses of historical material in the archives.

The documents in the Reichsarchiv are practically all less than a century old, dating back no earlier than 1870, and originating mostly during and after the period of the World War. This fact entails a somewhat different approach to the problem of repair and preservation. The primary object is not so much to restore and strengthen as to protect from fading and any other damage to which the manuscripts might eventually be exposed. Cases of water-soaking, insect ravages, etc., are comparatively infrequent among documents of recent date, although they do of course occur, particularly if methods of storage are lax. It has therefore been thought wise to cover these late documents completely with some transparent, impermeable substance, or to varnish those portions which are most apt to suffer from exposure to light or moisture.

The covering material formerly in use at the Reichsarchiv was parchment paper (the same quality as that used at the Prussian archives in Berlin-Dahlem), but this has been largely replaced by cellophane, which has the advantage of being more transparent and absolutely colourless. The cellophane is obtained from Kalle and Company, *Aktiengesellschaft*, Wiesbaden-Biebrich, Germany. A descriptive booklet issued by the manufacturers lists the superlative qualities of the cellophane, among which the following are of especial interest to the archive repairer:

> *Cellophane* is a transparent membrane made from pure cellulose . . . . It does not decay, ferment, get mouldy, or permit the passage of bacteria. . . . It is harmless and perfectly free from any hygienic objections. . . . It is dust-proof and air-proof. . . . It is neither explosive nor inflammable (it burns no faster than a chip of wood) and it is stable in all climates and under all local conditions.

The cellophane is applied to the manuscripts with a special *leim*, or size (not paste). The documents when covered are flattened by rolling under a cylinder, but even after this treatment a disagreeable crinkled appearance may be noticed. Documents covered with cellophane can be submerged in water or exposed to the sun indefinitely without any damage.

A varnish preparation derived from copal, called *kopallack*, is the nearest approach to *zapon* in the Reichsarchiv. It is sprayed on the manuscripts, forming a protective (although yellowish) coating and preventing fading or running of the ink. It has been found

particularly useful in preserving documents written in pencil (liable to rubbing and dimming) and maps marked with coloured ink or paint (liable to run if wet). Certain tests have been carried out at the Reichsarchiv to prove the efficacy of *kopallack*; e.g. a pencil-written page, half treated with *kopallack* and the other half untreated, was exposed to the sun for several hours. At the end of this period of exposure the untreated portion had faded into practical illegibility while the *kopallack*-covered part was as fresh and unfaded as before. *Kopallack* is not suitable for use with wood pulp papers, such as newsprint, in which case the application of parchment paper or cellophane is indicated. The same objections which have been raised with regard to other varnish preparations, such as *zapon*, hold good also with regard to *kopallack*.

The modern steel stacks are light, airy, and clean, and in general style of construction are very similar to the Prussian archives in Berlin-Dahlem. Two sections of particular interest were those devoted to maps and photographs. The huge collection of thousands of maps—which mostly originated during the World War—are kept flat in drawers within steel cabinets. Many of them have been treated with *kopallack*. There are numerical labels on the drawers and a regular catalogue of the entire collection. The photographs, which are only lately coming into their own as an integral, valuable part of archival records, are arranged in wooden drawers, by subject. The photographic department utilized the Leica camera almost exclusively.

Hauptstaatsarchiv (Munich)

The Hauptstaatsarchiv, or principal archives of Bavaria, was formed in 1921 by the amalgamation of certain special archives, established in 1799 to deal with the records of foreign and internal affairs and the dynasty of Wittelsbach. There is a good collection of ecclesiastical and monastic records, which was assembled when the monasteries of Bavaria were secularized in the nineteenth century. The chief archivist is Dr. O. Riedner.

Repair work is carried on here only to a very limited extent, and there seem to be no prescribed methods of procedure. Seals are occasionally repaired and often moulded in plaster and cast in metal.

The entire archives were at the time of this visit in a state of upheaval, as it was a period of cleaning and renovation. The reading room, for instance, was quite unrecognizable, with furniture and books piled helter-skelter and workmen whitewashing the arched ceilings.

The records themselves were in the process of being transferred from the old stacks (of wooden construction) to a new and modern steel section adjoining. The new stacks, completed only about a year, are to be shared with the Staatsbibliothek, which occupies the same building.

With regard to the type of storage containers used in the Hauptstaatsarchiv, there were noted not only the usual portfolios and volumes but also some old chests and even metal containers (no doubt intended originally as a measure of safety in case of fire). A geographical arrangement of the material seems most frequently followed, although in certain cases single items, in folders, are in alphabetical order.

Haus-, Hof-, und Staatsarchiv (Vienna)

The tripartite name of these archives may be separated into its component parts and explained thus: Haus—the family papers of the Hapsburgs, Maria Theresa having founded the archives in 1749; Hof—court and legal records; and Staat—archives of government departments.

The Austrian archives dwindled considerably after the World War, when the new nations carved out of Austrian territory, such as Czechoslovakia, wished to build up their own record repositories. To do this, they requested that documentary material originally sent from their districts to be deposited at the central archives in Vienna, and also material relating to their districts, should be transferred to them. Vienna, on the other hand, wished to keep its archives intact. This difficult situation was at last solved by a compromise: Material sent in for deposit was to be returned, but documents of the central administrations relative to the various sections of the country were retained, although in some cases lists were furnished. Sometimes documents were turned over but lists and indexes were kept, which means that searchers must often come to Vienna in order to consult the essential key to material actually deposited elsewhere. Professor Ludwig Bittner is in charge of the Haus-, Hof-, und Staatsarchiv.

There has been no secularization of monasteries in Austria such as that which occurred in Bavaria, so that many monasteries still possess large and important collections of manuscripts. Only financial stringency has in some instances compelled these institutions to part with their treasures.

A compound of cellulose acetate called *cellon* is chiefly used in repair. It is applied in liquid form with a brush (as *zapon*), forming when hardened a protective varnish. This substance, together with a special solvent, is manufactured by *Cellon-Werke* (Dr. Arthur Eichengrün), Berlin, Charlottenburg. It is very similar to *cellit*, used (in solution in ether) in some other German archives, which is manufactured by I.G. *Farbenindustrie, Aktiengesellschaft, Abteilung* L., Frankfurt-am-Main. Dr. Heinrich Frederking, prominent German archivist and author of an article on archive preservation and repair in *Archivalische Zeitschrift* (Series 3, vol. VII, pp. 201-218), recommends both *cellon* and *cellit*.

The cost of *cellon* is 3·50 Rm. per kilogram. Three liters of the liquid are sufficient to repair 3,000 manuscript leaves. It has been in use in the Haus-, Hof-, und Staatsarchiv for about five or six years and according to report has proved much superior to *zapon*, which was formerly employed in repair work. The two substances are very much alike in appearance, although *cellon* seems to form a thinner layer on the surface of the manuscript. It is quite customary to supplement the *cellon* coating with strips of rather thick Japanese paper where there are ragged edges and weak joints or folds to be strengthened. The procedure is simply to apply the *cellon* (which in this case acts not only as a varnish but also as an adhesive), lay the strips of paper in place, and brush more *cellon* over them. *Cellon* may also be used as a protective varnish for wax seals.

The principal objections to *cellon*, based on observation of a few manuscripts treated with it, may be briefly stated. Apart from the questions of chemical stability, inflammability, and the dubious advisability of varnishing manuscripts with a substance essentially foreign to their original and basic composition, which persistently recurred in spite of apparently logical reassurances, the chief concern in this instance was the factor of physical appearance:

1. The *cellon* dries in streaks.

2. The area where it has been applied is definitely more brownish than any untreated portions.

3. There is a noticeable discolouration on the verso of leaves treated. The method of treatment does not provide for prior flattening of the manuscripts, an operation which appears to make the manuscripts easier to deal with and also improves their appearance after repair. It is claimed that *cellon* brings up faded writing, but this may be regarded with definite suspicion, as any possible intensification of the writing is offset by the brownish stain caused.

One repair problem which has not yet been satisfactorily solved is how to deal with leaden *bullae* (affixed to papal documents) which seem to be corroding and flaking off. This condition has been particularly noticed on certain documents which came from Salzburg.

There is no ultra-violet or photographic apparatus in the Haus-, Hof-, und Staatsarchiv.

There are eleven stories of steel stacks, divided into sections of two or three stories each by solid floors, the remainder being of steel grill. If all the floors were of steel grill there would be a greater danger in case of fire, as the draft would draw the flames from floor to floor. There are only stairs for inter-floor communication. Natural light is admitted.

The predominant form of storage container is the portfolio, as usual. Wooden boxes are also in evidence, likewise metal cabinets with wooden trays containing medieval documents in paper envelopes.

One end of one floor of the stacks is sanctioned off as an exhibition room. Here the shelf space has been enclosed with glass, behind which the documents are displayed on inclined boards. The exhibit is open to the public from about 10 to 1 every day. Among the most interesting manuscripts on view were: the last letter of Maria Theresa ; letters of Kaiser Wilhelm, Queen Victoria, Bismark, Schubert, Haydn, and many personages famous in the history of Austria ; documents on vellum, some beautifully illuminated and with curious and unusual seals, mostly in perfect condition—several gold seals and some in wooden skippets.

Nationalbibliothek, Handschriften—Sammlung (Vienna)

The Nationalbibliothek, until 1920 called the Hofbibliothek, is the largest library in Austria and one of the most important in Europe. Among its collections are 1,210,000 printed volumes, 9,000 incunabula, and 27,000 bound manuscripts (2,360 Oriental), with 100,000 papyri from the collection of Archduke Rainer. Since 1808, the library has enjoyed the privilege of receiving a copy of every book published in Austria. The chief of the Department of Manuscripts is Dr. Emil Wallner.

In its methods of repairing manuscripts the Nationalbibliothek resembles the Public Record Office more nearly than any other institution visited. To begin with, handmade paper, supplemented where necessary by transparent silk gauze of French manufacture, is used for the repair of manuscripts on paper. It is, however, artificially

toned by dipping in coffee, to approximate as nearly as possible the colour of the manuscript; and this is a doubtful practice as it is in the nature of disguising the repair. The technique of application of the repairing paper is almost identical, except that at the Nationalbibliothek the edges of the repairing paper are cut with a knife instead of being torn to provide a less noticeable featheredge. Manuscripts are fully backed if there is no writing on the verso. No resizing is done. Pure silk gauze is used only when some portion of the writing is to be covered; in other cases a mixture of silk and cotton, called *etamine,* is preferred, as it is less expensive and easier to obtain. The paste is a mixture of wheat and rice flour, cooked before use. New parchment is used to reinforce, strengthen, and fill out manuscripts on parchment. Flattening is accomplished by light pressing between blotting papers. Very fragile documents are placed between glass. One example was a leaf of a manuscript on black vellum, written in gold; part of it had also been covered with silk gauze, as it was torn. The Nationalbibliothek has rejected *cellon* and other cellulose acetate compounds because of suspicion of qualities which might possibly be harmful for the manuscripts.

The policy advocated for the repair of bindings is exactly that recommended so strongly by Mr. Jenkinson at the Public Record Office: Restore damaged bindings as far as possible to their original condition, if there is sufficient evidence in the way of surviving pieces of leather, etc. Incorporate such surviving pieces in the new binding, or if this is not practicable, insert them inside the cover where they may be examined if desired. If there are old oak boards, use them if they are not too damaged; wormholes may be plugged up and missing or broken portions may be replaced by new pieces of oak if necessary. If there are fragmentary clasps, repair them; if only one survives, make another which will be closely similar but not an exact duplicate.[4] Retain the original sewing if intact; renew only when necessary, and always in the same holes as the original sewing. Remove fragments of parchments, etc., found in old bindings and keep where readily available for examination. If the original binding has completely disappeared or has been so disguised by a later one (also damaged) that it cannot be reconstructed, rebind the volume in a style contemporary with the date of the manuscript, utilizing only the best, most durable materials. Make a note on the flyleaf or in

[4] At some time during the eighteenth century almost all the brass clasps on the medieval volumes in the Nationalbibliothek were removed, and many of the medieval bindings were replaced by the typical, uninteresting, gilt bindings of the period.

some other convenient position as to exactly what has been done in the present rebinding operation, so that in future there will be no question as to which portions of the binding are actually original.

There are about 100,000 loose documents in the library, and they are kept in heavy paper folders filed in wooden boxes. They are fully catalogued on cards.

There is an ultra-violet lamp in the library, but it is a very old model, and it is hoped that a new one may be purchased in the near future.[5]

ITALY

Archivio Di Stato (Venice)

The Venetian archives, renowned for the inexhaustible wealth of material which they contain, are housed in the Franciscan monastery of the Frari in Venice. They consist of the records —diplomatic, judicial, commercial, notarial, etc.—of the Venetian Republic, whose interests were at one time world-wide. These records were gathered together into one place by the Austrian government, from the various buildings where they had been stored, and arranged in some sort of order. The present director of the archives is Signore Conte da Mosto.

[5] For further material on the subjects of this section see: Baur, "Bemerkungen zur Konservierung von Archivalien", *Archivalische Zeitschrift,* Neue Folge, XII (1903), 156-70. Hans Beschorner, "Noch Einiges zum Archivalienschutz", with an appendix, "Zur Technik der Archivalienkonservierung", by Walter Bauer, *Archivalische Zeitschrift,* 3rd series, VII (1931). 219-226. Franz Ehrle: "Die internationale Konferenz in St. Gallen am 30. September und 1. Oktober 1898 zur Beratung über die Erhaltung und Ausbesserung alter Handschriften", *Centralblatt für Bibliothekswesen,* XVI (1899), 27-51; "In sachen der internationalen Konferenz von St. Gallen (1898)", *Zentralblatt für Bibliothekswesen,* XXVI (1909), 245-263 ; "Uber die Erhaltung und Ausbesserung alter Handschriften", *Centralblatt für Bibliothekswesen,* XV (1898), 17-33. Heinrich Frederking: "Archivalienkonservierung", *Archivalische Zeitschrift,* 3rd series, VII (1931), 201-218 ; "Zapon oder Cellit", *Protokolle der deutschen Archivtage seit* 1902 (1910). Raphael Kögel, "Gelatine oder Cellit zur Konservierung von Handschriften", *Studien und Mitteilungen zur Geschichte des Benediktinerordens,* XXXV (1914), 353-358. E. L., "Ueber die Anwendung von Zapon bei Archivalien", *Centralblatt für Bibliothekswesen,* XX (1903), 67-68. Adolf Martens, "Festigung morscher Papiere oder Pergamente durch Behandlung mit cellitlösung", Kgl. *Materialprüfungsmat Mitteilungen* (Berlin, 1911), vol. XXIX. Friedrich Philippi, *Einführung in die Urkundenlehre des deutschen Mittelalters* (Bonn and Leipzig, 1920), p. 221 *et seq.* Otto Posse, *Handschriften-konservierung . . .* (Dresden, 1899). E. Schill, *Anleitung zur Erhaltung und Ausbesserung von Handschriften durch Zapon-imprägnierung* (Vienna, 1904). E. Schneider, "Neues Verfahren zur Ruckfärbüng verblasster Schriften", *Korrespondenzblatt des Gesamtvereins der deutschen Geschichts—und Altertumsvereine,* LXI (1913), 163-165. Georg Sello: "Die bei der Zaponverwendung in der Archivpraxis gemachten Erfahrungen", *Korrespondenzblatt des Gesamtvereins der deutschen Geschichts—und Altertumsvereine,* LII (1904), 119-122 ; *Erhaltung und Wiederherstellung von Archivalien* (Oldenburg, 1905). Georg Sello and Rose, "Das Zapon in der Archivpraxis" *Korrespondenzblatt des Gesamtvereins der deutschen Geschichts—und Altertumsvereine,* I (1902), 195-202.

There is no regular repairing department in the Venetian archives. Numerous manuscripts were seen to be in bad condition, with water-stains, etc.

The high-ceilinged rooms of the former monastery are now lined with wooden cases, which are filled with row upon row of manuscripts. Almost all of the manuscripts are vellum-bound, although some are in rough portfolios ; no boxes of any sort were visible. They are arranged according to the departments of state from which they emanated. The windows were wide open at the time of this visit, letting in the damp, cold morning air. Some of the rooms were empty, or nearly so. Heavy layers of dust covered everything. There was no staff visible, except a few monks in the entrance hall. A reading room is set aside for accredited research workers.

The high, glass-topped, dust-covered cases in the dark and gloomy exhibition room were literally stuffed with manuscripts, folded and laid overlapping one another so that the greatest possible number could be crowded into the cases. Among the many manuscripts on view were several relating to American history, such as a letter signed by Benjamin Franklin, Thomas Jefferson, and John Adams, suggesting a treaty of commerce between Venice and the United States, 1784. Several huge Turkish documents were exhibited in cases on the wall. Papal documents with leaden *bullae* attached, and parchment deeds with wax seals (some cracked) were present in profusion. There were some illuminated missals and other service books, mostly of a rather poor quality. The earliest document shown was of the Carolingian period about 828. In the way of later correspondence, all the kings of Italy and many foreign rulers were represented.

Biblioteca Apostolica Vaticana (Rome)

The Vatican Library is largely the creation of the great humanist popes of the fifteenth century, of whom Nicholas V is usually regarded as the real founder. The present magnificent building was erected by Sixtus V in 1588. The library has greatly increased since its original foundation and has frequently been enriched by the acquisition of private and monastic libraries and papal collections. It was separated from the archives by Paul V (1605-1621). Father Anselmo M. Albareda is the present prefect of the library.

The archives comprise the written records of most of the numerous congregations (permanent committees of cardinals for

transacting various departments of the business of the Roman Catholic Church), offices, and tribunals in the Holy See. Certain congregations still retain their own records, although documents may in some cases be transmitted to the central repository if requested by a research worker. The archives are often called, even today, the "secret Vatican archives", despite the fact that they have been largely open to public use since January, 1881, in accordance with a decision of Leo XIII. The term "secret archives" is now applied only to that portion which includes the oldest and most important documents, consisting of registers, briefs, correspondence, and all sorts of miscellaneous records. These are stored in seventy-four cases and divided into several groups according to source (such as archives of Avignon or archives of the Secretariat of State) or subject (*Diversa Germaniae,* etc.). The prefect of the archives is Cardinal Mercati.

Extensive alterations in the repair laboratory, incorporating many improvements in working equipment, have recently been made. The two rooms in use have been entirely renovated and a new room adjoining has been equipped with special plumbing fixtures and an electrical stove for the making of paste, dissolving of gelatine, heating of the special gelatine bath, etc. At one end of the main room is a cabinet containing chemicals of various kinds for experiments and certain repair operations. A large standing press and two or three small bench presses comprise the equipment for flattening and pressing documents. Stretched tautly across the room at short intervals are lines of narrow cloth webbing on which to hang freshly repaired or gelatine-treated paper documents to dry before they are pressed. The type of sink newly installed is specially designed, with unsually large drain boards, and at the side a deep, lead-lined basin for acid baths, etc.

Working quarters are provided for about nine men, under the supervision of Signore Arbo Magliochetti. Wooden tables, accommodating two or sometimes three repairers, are adapted to the peculiar requirements of manuscript repair, each having two or three sheets of plate glass ($24\frac{1}{2} \times 18\frac{1}{2}$ inches), let into the top as working surfaces. The glass surfaces can be illuminated if need be by electric light from below, for very delicate repair work ; the remainder of the top surface of the tables is covered with brown linoleum. Each man is supplied with certain tools, such as white enamel ware containers for paste, water, sponges, etc.; aluminum pots and cups for dissolving gelatine ; sponges (smaller and of looser quality than at the Public Record Office) ; several sizes and types of brushes for applying gelatine, paste,

etc.; and an assortment of knives for paring parchment and various cutting operations.

The Vatican technique of repairing manuscripts on parchment or vellum differs in certain essentials from that followed at the Public Record Office in London:

1. *The adhesive agent is not paste but gelatine.*

The gelatine, of the quality called *gélatine extra,* is obtained from the *Société des Produits Chimiques Coignet,* 3, Rue Rabelais, Lyon, France, at 35 francs per kilogramme. It comes in thin sheets, which are cut up and dissolved either in water or an aqueous solution of acetic acid, as the case may be, preparatory to use. The acetic acid is the solvent if the gelatine is to be used for sticking two pieces of parchment together (25 gr. of gelatine to 100 gr. of acetic acid). To make the gelatine insoluble, after application, it is lightly brushed with formalin (5 gr. in 100 gr. of water). If the gelatine is intended more as sizing, for strengthening delicate parchments, it is dissolved in boiling water (gelatine, 12 gr.; water, 100 gr.) and applied while still hot. More water may be added if the mixture becomes too thick. The use of gelatine as an adhesive permits the joining of new parchment to the manuscript without an overlap—an extremely important point when there is writing on both sides of the manuscript extending to the very edge which is being repaired.

There are numerous Byzantine manuscripts in the Vatican Library, written on purple parchment with gold and silver ink. In the repair of these manuscripts, court-plaster, of the requisite thinness, is used as an adhesive for joining new parchment (also coloured purple) to the old or for filling up a crack in the manuscript. Only alcohol is used for dampening prior to flattening.

2. *The new parchment used in repairing is not so bleached as usual, so that the hair side is quite noticeably yellower than the flesh side.*

Parchment of various qualities is supplied to the Vatican Library by Gentili Ferruccio, Via Agostino Bertani, No. 1, Rome.

3. *Dampening prior to flattening is done with alcohol sprayed on the document if the document is in an exceptionally fragile condition or if the ink is very bad.*

If the ink is good (not carbon or flaky) and the manuscript is in fairly good condition, water may be applied lightly with a sponge.

In general, however, the reverse is true, and it is best to avoid direct moistening of the manuscript. A safe method of flattening several manuscript leaves at one time is by light pressing between sheets of dampened absorbent paper, which, however, are separated from the manuscript leaves by dry sheets. When the manuscript leaves are sufficiently impregnated with the moisture to be pliable, they are subjected to heavy pressure between completely dry sheets of absorbent paper.

4. *Complete backing of the documents with the new parchment is almost never done; filling in missing portions is the usual procedure.*

The meticulous refinement of the technique of parchment repair at the Vatican Library may be accounted for not only by superior equipment (primarily the glass working surface), but also by the precious character of many of the manuscripts which have to be treated. It is admittedly a matter of greater skill to repair a beautifully illuminated liturgical manuscript than an ordinary deed. Although not all of the parchment manuscripts needing repair at the Vatican Library are illuminated or even unusually precious, by any means, still the painstaking, careful procedure which has been worked out for the particularly valuable items is largely followed in every instance. The practice of supplying missing portions of manuscript, essentially much more complicated than simple backing, has therefore been perfected to a high degree. It is possible on the illuminated glass working surface to trace on a sheet of new parchment the irregular indentations and jagged outlines of damaged portions of the manuscript, and with a small pair of manicuring scissors to cut precisely along this traced line, so that the new piece will fit exactly into place. As a general rule the two edges to be joined are carefully pared with a sharp knife, thus allowing a slight overlap for additional strength, but if writing extends to the edge of the manuscript such an overlap is manifestly impossible, and the gelatine must serve as the sole bond between the two adjacent edges.

The practice of strengthening damaged manuscripts with a covering of transparent silk gauze was instituted at the Vatican Library by the late Cardinal Ehrle, prefect of the library from 1895 to 1914, who was also responsible for the use of new parchment and gelatine in the repair of manuscripts on parchment. This is not, however, the sole method of paper repair, as there are frequent

instances where the manuscript, while damaged, does not require reinforcement with silk gauze.

For the application of the silk gauze, gelatine once again serves as an adhesive, at the same time imparting new life to the paper. The solution, in water, is much thinner than required in parchment repair, only about 7 or 8 gr. of gelatine being added to 100 gr. of water. If the paper is thick or very decayed the gelatine content may be slightly increased. The silk gauze is simply laid on the surface of the manuscript and lightly stroked with a brush dipped in the hot gelatine solution. The manuscript is hung up to dry before pressing and flattening.

If a paper manuscript is in need of resizing but does not require strengthening with silk gauze, it is briefly immersed in a bath of the hot gelatine. The long, shallow tray of chromium-plated copper containing the gelatine fits into a large, electrically-heated basin filled with water, which serves to maintain the gelatine at the proper temperature. Standing in position over the tray are two uprights of the same metal with a horizontal crossbar over which to draw the manuscript after it has been passed through the liquid, in order to remove excess gelatine before hanging the manuscript up to dry.

It is sometimes desirable to fill in small holes in manuscripts after the silk gauze has been applied. This is accomplished in the Vatican Library by the use of "liquid paper". Unsized wove paper (Italian-made) is cut up into small pieces and placed in a small glass; water and a small amount of flour paste are added. The whole is stirred for about fifteen minutes in a mechanical mixer (of the malted milk type) until the mixture is quite smooth. It is then strained to get rid of surplus water, laid on a glass surface and mashed carefully with a supple, broad-bladed knife to remove lumps, and strained again if necessary. The final result is a thickish, white, pasty-looking mixture, which may be bottled till needed. This "liquid paper" is applied to holes in the manuscript on the point of a knife blade, on both verso and recto of the page. Very little is required—just enough to fill up the hole to the same thickness as the paper of the manuscript. The "liquid paper" adheres easily to the silk gauze with which the manuscript is already covered.

Filling in on a larger scale, when there are large portions of the manuscript completely missing, is done in the Vatican Library with unsized wove paper—either the ordinary Japanese paper or a special quality (heavier in weight) made in Italy. Wheat flour paste is used as an adhesive. The Japanese paper is neither cut nor torn to size,

but the surplus portion is removed bit by bit with fine pincers after it has been pasted down. One or two additional layers of wove paper may be applied if necessary to approximate the thickness of the manuscript itself.

Some manuscripts on paper have turned dark brown because of the corrosion of the ink, or exposure to damp, or other reasons. To bleach to some extent this brownish stain and to make the writing more readable, before repair, the following special treatment is prescribed at the Vatican Library: Prepare in two large, rectangular glass jars a 4 per cent solution of potassium permanganate and a 3 per cent solution of oxalic acid, both in water. Place the manuscript between pieces of coarse gauze in a wire screen frame. Immerse the frame successively as follows:

1. In the solution of potassium permanganate (until the reddish colour has penetrated the paper) ... ... 3 minutes
2. In a basin of cold water (until the reddish colour is removed) ... ... 3 minutes
3. In the solution of oxalic acid ... ... 3 minutes
4. In hot water for only a moment, then in running cold water until thoroughly washed.

The manuscript when removed from the frame is laid on a horizontal wire drying frame for at least an hour. Silk gauze can then be applied if necessary, or if not, a gelatine bath alone may be sufficient before flattening.

The reference department is in the Sistine Wing, where there occurred on December 22, 1931, a disastrous collapse of the roof, burying some 15,000 volumes under the debris. The damage was soon repaired, however, and provision made against the recurrence of such an accident. The library and archive stacks are in separate wings. Both are of the latest steel construction and are well ventilated and lighted.

GROTTAFERRATA.

In Grottaferrata, a village near Rome, is situated a former Greek Basilian monastery which has been converted into a national monument by the Italian government. A repair-shop has been established similar to that in the Vatican Library, under the supervision of Signore Aloisi, the chief repairer. Manuscripts and books

may be sent here for repair or rebinding by libraries and archives in any part of Italy. Father Nilo Borgia is the director of the institution.[6]

[6] The following may be consulted for additional material on the Italian archives: Guido Biagi: "La conferenza internazionale di S. Gallo per il restauro degli antichi codici", and "Della conservazione dei mss. antichi". *Rivista delle Biblioteche e degli Archivi,* IX (1898), 168-171, 154-160. Gino Borghezio, "Come si salvano le pergamene in rovina", *La Bibliofilia,* XXIV (1923), 349-350. Eugenio Casanova: *Archivistica* (Siena, 1928); "Il primo Congresso internazionale degli archivisti de dei bibliotecari in Bruxelles", *Rivista delle Biblioteche e degli Archivi,* vol. XXI (1910), 137-144; "Relazione sulla conferenza internazionale di San Gallo", *Bollettino Ufficiale del Ministero della Pubblica Istruzione,* vol. XXXVII (1909). Franz Ehrle: "Della conservazione e del restauro dei manoscritti antichi", *Rivista delle Biblioteche e degli Archivi,* IX (1898), 5 *et seq.;* "Per il restauro dei manoscritti", *Rivista delle Biblioteche e degli Archivi,* vol. XXII (1911), 71-74. Fabroni, "Lettera al Bibliotecario di Modena intorno al restauro dei libri", *Nuovo Giornale dei Letterati* (Pisa, 1806), vol. IV, and *Giornale Pisano dei Letterati* (Pisa, 1806), vol. V. Alfonso Gallo: "Malattie dei libri", *Accademie e Biblioteche d'Italia,* vol. III (1930); *Le malattie del libro, le cure ed i restauri* (Milan, 1935); "I manoscritti superstiti del l'incendio della Biblioteca nazionale di Torino", *Accademie e Biblioteche d'Italia,* vol. III (1929)); "Il restauro dei manoscritti e dei documenti antichi", *Accademie e Biblioteche d'Italia* (Rome, 1928), vol. I. Piero Giacosa, "Relazione dei lavori intrapresi al Laboratorio di Materia Medica per il ricupero e restauro dei Codici appartenenti alla Biblioteca di Tornio", *Atti della R. Accademia delle Scienze di Torino,* XXXIX (1904), 1070-1078. Gortani, *L'incendio della Biblioteca nazionale di Torino* (Turin-Genoa, 1904). Icilio Guareschi: *Della pergamena, con osservazioni ed esperienze sul ricupero e sul restauro di codici danneggiati negli incendi e notizie storiche* (Turin: Unione tipografico-editrice, 1905); "Osservazioni ed esperienze sul ricupero e sul restauro dei codici danneggiati dal l'incendio della Biblioteca nazionale di Torino", *Memorie della R. Accad. delle Scienze di Torino,* 2nd series, LIV (1904), 423-458. Leti: "Studi sulla carta. Sfaldatura del foglio", and "Studi sulla carta e in particolare sulla carta bruciata", *Accademie e Biblioteche d'Italia,* vol. V (1923). Maurizio Mastrorilli, *Considerazioni critiche sul restauro degli antichi manoscritti* (Naples: Fr. Giannini and figli, 1912). Mario Morgana, *Restauro dei libri antichi* (Milan, 1932). Augusto Piccini, "La Conferenza internazionale per la conservazione degli antichi codici", *Archivio storico italiano,* 5th series (Florence, 1899), XXIII, 324-329. Sibilia, "Le Malattie crittogamiche dei libri", *Accademie e Biblioteche d'Italia,* vol. IX (1935). Testi: "Malattie e restauri dei libri", *Accademie e Biblioteche d'Italia,* vol. IX (1935). Testi: "Malattie e restauri dei libri", *Accademie e Biblioteche d'Italia,* vol. VII (1933); "Storia e tecnica del restauro dei libri e dei manoscritti", *La Chimica* (Rome, 1935), vol. XI. Torri, "I restauri dei codici della Biblioteca di Torino", Moyzeion, vol. I (1923). Giovanni Vittani, "D'un metodo per far rivivere gl'inchiostri studiato a Milano nel 1792-1793", *Il libro e la Stampa,* VI (1912-1913), 161-176. Pier Ignazio Vottero, *Conservazione e restauro dei documenti* (Pisa, 1912).

INDIAN HISTORICAL RECORDS COMMISSION

PROCEEDINGS OF THE SILVER JUBILEE SESSION DECEMBER 23-24, 1948

THE 25TH ANNUAL SESSION of the Indian Historical Records Commission held on December 23-24, 1948 was celebrated as its Silver Jubilee session. The Hon'ble Pandit Jawahar Lal Nehru, Prime Minister of India, inaugurated the Public Meeting of the session in the newly built and spacious Assembly Hall of the University of Delhi on the morning of 23 December. The meeting was presided over by Maulana Abul Kalam Azad, Minister of Education and ex-officio President of the Commission. Among those who attended the inaugural meeting were corresponding members from Ceylon, Nepal and Burma, two visitors from Spain and members of the diplomatic corps stationed in the metropolis of the Dominion of India.

Sir Maurice Gwyer, Vice-Chancellor of the University of Delhi, welcomed the members of the Commission and others on behalf of the University. In the course of his address he said:

> "The presence of many distinguished guests and strangers is an indication of the importance of the work of the Commission and a recognition of the value of its labours. It links the past of India with the present and with the future. It seeks to preserve before it is too late the priceless treasures which are to be found in the records of bygone centuries and it makes these available for historians and institutions and it is thus taking a very notable part in the renaissance of India."

Delivering his inaugural address, the Prime Minister commended the valuable work done by the Commission and expressed the hope that it would continue its labour with greater zeal in the service of Indian history. Pandit Nehru pleaded with the assembled scholars to make a popular approach to history and lay stress on the binding aspects of events rather than on the disruptive and fissiparous tendencies. This, he held, could be done without sacrificing preciseness, truth and scholarship.

The presidential speech of Maulana Azad began with a note of applause for the achievements of the Commission during the past years. Referring to the numerous gaps in our knowledge of Indian

history, Maulana Azad called upon the historians of India to prepare a plan for writing a full history of India through the ages—the story of co-operation and common endeavour, the development of civilization and culture and growth of the arts, philosophy, religion and humanity. He was also of opinion that there were certain fields where a wide variety of source materials made research on a co-operative basis more valuable than individual research. Referring to the epoch of the Indus Valley Civilisation, he said that authenticated evidence was possible only by the co-operation of the archaeologist and the historian.

Speaking about the National Archives of India, Maulana Azad said it was a store-house of raw materials of history, but only a fraction of our records were available there. He appealed to the public to bring forward valuable historical documents which were still in private possession. Scattered throughout the land, he said, there were family documents, sanads, firmans and a variety of ancient manuscripts which would be lost unless prompt steps were taken for their proper preservation. Collection of records from various provinces and states at one common centre and their proper preservation were, said the Education Minister, proper functions of a National Archives. Explaining the policy of the Government, the Education Minister said that despite the financial stringency that faced the country, the Ministry of Education "will not spare any effort to achieve whatever is possible in the present conditions."

After the speech of the President, the Secretary, Dr. S. N. Sen read messages of greetings and good wishes from His Excellency the Governor General; from Mr. Hilary Jenkinson, Deputy Keeper of Records, Public Records Office, London and from the Education Minister of Gwalior.

The Chinese Ambassador, Dr. Chia-Luen Lo read a scholarly paper on *Chinese Sources of Indian History* which appears elsewhere in this issue.

The post-luncheon session was devoted mainly to the reading of a series of papers by a number of scholars. In the absence of Maulana Azad, Prof. D. V. Potdar was in the Chair. Papers were read on subjects so diverse as *Archives in the United States of America, The Woodstock (Oxfordshire) Town Archives, Correspondence of Maharaja Ranjit Singh* and *A Century Old Marathi Newspapers*. In the absence of Mr. Hilary Jenkinson his extremely interesting paper entitled *Twenty five years: Some Reminiscences of an English Archivist 1923-1948*, was read by the Assistant Secretary of the Commission.

The Research and Publication Committee of the Commission met on the morning of 24 December with Dr. Tara Chand in the Chair. The Committee reviewed the action taken on the resolutions adopted at its earlier meetings. The Publication Programme entrusted to the National Archives of India was one of the items discussed in details. This was followed by the annual Members' Meeting of the Commission. In the unavoidable absence of Maulana Abul Kalam Azad, Dr. Tara Chand presided.

Among the recommendations made by the Commission as well as its adjunct the Research and Publication Committee, the most important ones relate to:

(*i*) taking over by the Government of India the control and management of the Mackenzie Manuscripts, Dutch and Danish records, and Tanjore Raj records at present in the custody of different provincial governments and to preserve, index and catalogue them; their periodical inspection by the Government of India's Director of Archives who should report to the Commission, and to provide necessary funds for the project;

(*ii*) preparation by the Government of India a Catalogue of portraits and paintings of historical interest to India in the possession of various institutions and private individuals;

(*iii*) listing, cataloguing and indexing of the late Residency records transferred to the National Archives of India;

(*iv*) obtaining microfilm copies of all records relating to India from foreign countries;

(*v*) publication by the Commission of the text of important historical manuscripts, documents, etc., unearthed by the Regional Records Survey Committees; and

(*vi*) publication in the Proceedings of the Indian Historical Records Commission lists of interesting and new subjects which the research scholars come across in the course of their researches in various records agencies, with a view to helping and co-ordinating the work of other scholars.

The Commission also discussed the question of India's participation in the International Council on Archives which had come into existence as a result of the deliberation of an informal meeting of Archivists called by the UNESCO at Paris in June, 1948. The Commission was of opinion that India should be adequately represented

at the first International Conference of Archivists which was expected to meet in 1950.

The members of the Commission attending the Jubilee session had a round of social engagements as well. They were taken out on excursions to the Red Fort, the Historical Exhibition organised by the National Archives of India at New Delhi Town Hall and the Art Exhibition at the Government House. The Minister of Education gave a party on 23 December and His Excellency the Governor General was at home to the members at the Government House on 25 December. Sir Maurice Gwyer, Vice-Chancellor of Delhi University gave a reception to the members on the 26th evening. Several of them also visited the National Archives.

HISTORICAL EXHIBITION

A special feature of the Silver Jubilee Session was the exhibition of records, some rare historical manuscripts, on paper, palm leaf and birch bark, maps and plans, illustrating different phases of the history and culture of India, at the New Delhi Town Hall. The Exhibition was open from December 23 to 29 and proved to be a popular feature. Most of the record offices, libraries, museums, learned societies and many individuals had offered to lend selected items from their valuable collections for the occasion, but the number of exhibits had to be drastically cut down due to paucity of available space. In all 295 items were displayed and they were selected from the holdings of: The National Archives of India, New Delhi; The Secretariat of the Constituent Assembly, New Delhi; Record Office, Madras; Record Office, Bombay; State Record Department, Baroda; Combined Inter-Services Historical Section, Simla; National Library, Calcutta; His Highness's Library, Rampur State; Rabindra Bhawan, Vishva Bharati, Santiniketan; Muslim University Library, Aligarh; Government of Jammu and Kashmir; Assam Provincial Museum, Gauhati; Provincial Museum, Cuttack; Prince of Wales Museum, Bombay; Archaelogical Museum, Red Fort, Delhi; Central Asian Antiquities Museum, New Delhi; Museum and Picture Gallery, Baroda; Mr. Ajit Ghose of Calcutta and Sardar Ganda Singh of Amritsar.

At the Exhibition were displayed many historical documents in the original, and photographic copies of others. The oldest item was one of the *Gilgit Manuscripts,* belonging to the 7th century, written on birch bark and one of the oldest manuscripts in India. It was lent by the Government of Jammu and Kashmir. The most recent

Exhibit No. 3: A page from *Gita Govinda,* illustrated Assamese Manuscript on *sasi* bark

By courtesy of Assam Provincial Museum, Gauhati

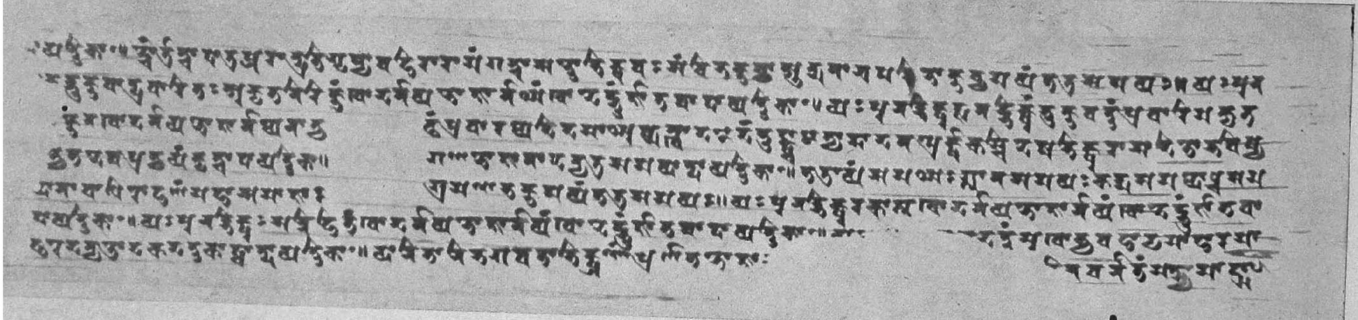

Exhibit No. 5: A page from *Vinaya Pitaka,* Gilgit Manuscript on birch bark, dated *circa* 7th Century A.C.

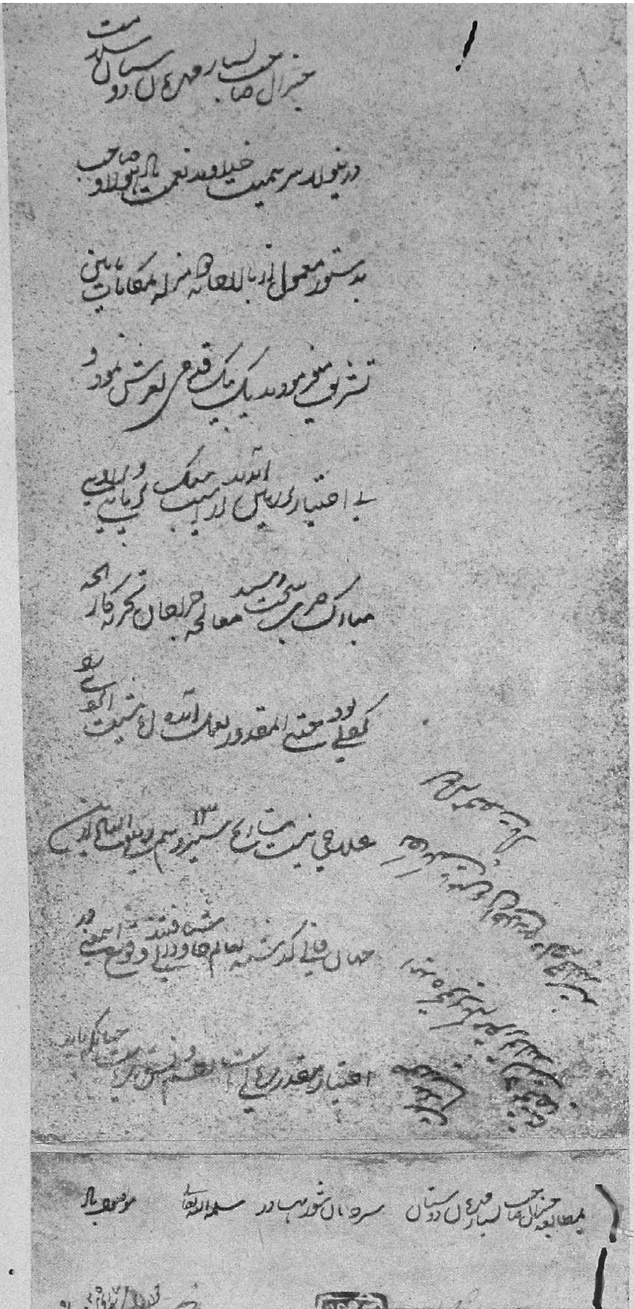

Exhibit No. 51: A letter from Nana Farnavis to Sir John Shore reporting the death of Peshwa Madho Rao I in 1795 (*N. A. I. Foreign Persian O.R., 23 November 1795, No. 353*)

Exhibit No. 153: A letter from Bhutan addressed to Trevelyan, dated 27 November 1836
(N. A. I. Foreign Persian OR., 14 April 1837)

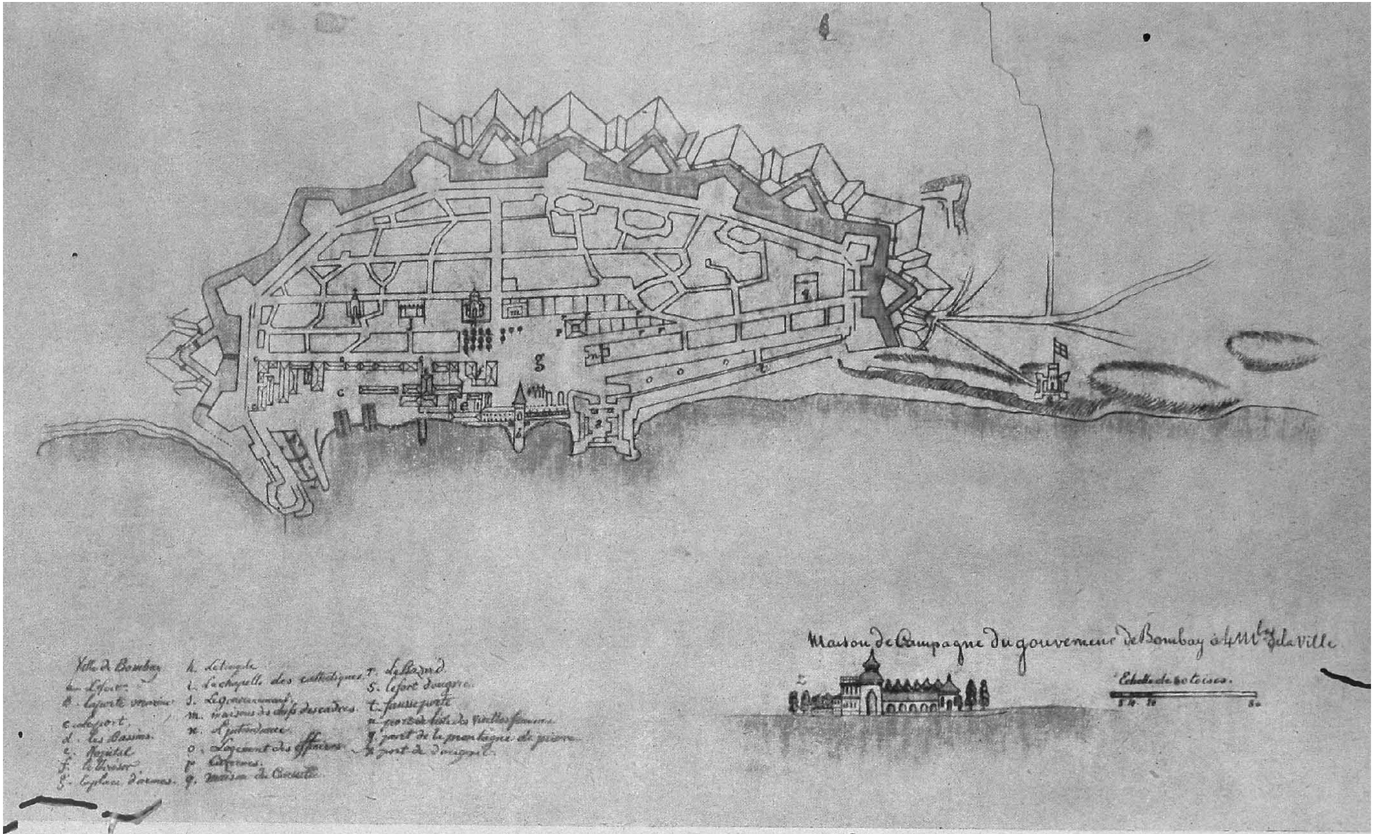

Exhibit No. 225: Plan of Bombay, 1758.
(N. A. I. Records)

document displayed was a copy of the Indian Charter of Freedom (January 22, 1947).

Exhibits which attracted particular attention were from the Secretariat of the Constituent Assembly, being the basic documents of the New Free India. These included a photographic copy of the Charter of Freedom; a photographic copy of the Register of Signatures of the Constituent Assembly members; the National Flag, presented by the Prime Minister to the Constituent Assembly on 22 July, 1947 and the poem presented by the Chinese Ambassador in India on the occasion of Indian Independence.

The other exhibits included a collection of Persian manuscripts, some on world history and some on the general history of India, others giving the history of the Afghans, the Mughals, and local histories such as that of Kashmir and the Panjab. The exhibits from the National Archives of India were grouped under different subject headings, *viz.* Economic History, Judicial and Administrative Development, the early growth of the Indian Press, the growth of Western education in India, the Postal System and Miscellaneous. The groups represented some landmarks in the history of British India before the transfer of the dominions of the East India Company to the Crown. Of special interest were a number of treaties displayed in the original, illuminated letters in Persian written by notable Indian chiefs and documents illustrating the early growth of the Indian Press. Among the documents obtained on loan from other record offices, mention may be made of selected items from the muniments of Madras and Bombay records offices, which exemplify some of the oldest records of the East India Company available in India and dating back to early 17th century. Of particular interest from the Madras collection was the Charter granted in 1758 to the United Company of Merchants of England trading to the East Indies by George II, and the first volume of the original diary of Ananda Ranga Pillai, interpretor in the service of Dupleix. The Bombay collection included autograph letters of many renowned Marathas including King Sahu, Nana Farnavis, Peshwa Bajirao, Mahadji Sindhia and others and Surat Factory Outward Letters (1630).

One section of the Exhibition was devoted to paintings consisting of selected miniatures by Indian masters from the 16th to the 18th century. These were displayed not so much with the object of presenting to the visitor a documented account of the different styles of painting that developed under the Mughals as with that of acquainting him with a few contemporary portraits of the people

who made history—thus affording him a glimpse into the everyday life lived by the princes as well as people in those days. Of particular interest among them was an exquisitely drawn painting depicting the scene of historic reconciliation between Akbar and Salim, lent by Baroda Museum & Picture Gallery. Hardly less interesting was a miniature of the Deccanese school which incidentally is an offshoot of the Mughal school portraying Abdullah Qutb Shah of Golconda (1626-1672) with a lady.

NEWS NOTES

INDIA

National Archives of India

The accessions of records during 1948 amounted to 86 boxes, 699 bundles and 4,057 volumes of records, totalling approximately 3,300 cubic feet. All the records of the defunct Residencies and Political Agencies could not be transferred to the National Archives due to lack of space for housing them and the lack of personnel to administer them.

The project for acquisition of microfilm copies of foreign records bearing on Indian history has shown continued progress. The Department has acquired copies of the *Palk Manuscripts* from the City Library of Exeter and of some portions of the Correspondence of Major James Browne with Warren Hastings from the Commonwealth Relations Office (late India Office) in London.

Robert Palk (1717-1798), after whom Palk Strait which separates Ceylon from India was named, came to Madras in 1751 as Chaplain in the service of East India Company, but he soon gave up his deacon's orders and entered the Civil Service in 1761. He became second member of Council in October 1762 and was appointed Governor of Madras a year later on Pigot's departure from the Presidency. He retained this high post till he left for England in January 1767. Palk entered Parliament for Ashburton (Devonshire) and became a strong supporter of Warren Hastings. During his stay in India he had developed a number of friendships both with Indians and Englishmen and after his retirement he continued to take interest in Indian affairs. His correspondence contains materials of commercial as well as political interest. The collection of documents in the Exeter City Library, known as *Palk Manuscripts*, were till recently in the possession of Mrs. Bannatyne of Haldon (Devonshire). A calendar of these papers prepared by Col. H. D. Love was published by the Historical Manuscripts Commission in 1922 but he had omitted some 72 documents of commercial character. The National Archives of India has acquired copies of all the *Palk Manuscripts* now available in the Exeter City Library except for the material of purely Devonian interest. A large collection of Palk's correspondence is also available in the British Museum and copies of these papers are also being acquired.

Major James Browne was temporarily in East India Company's Civil Service during Warren Hastings' period of Governor-Generalship. He was sent as an Envoy to the Court of Shah Alam and was Resident at Delhi in 1782-85. The microfilms of his correspondence

have been acquired to fill the lacunae in the correspondence in the custody of the National Archives of India.

The plans for the mechanization of repair and rehabilitation processes has gone a step further in the National Archives of India. The Department has recently received a vacuum fumigation chamber capable of effectively fumigating with lethal gas 300 cubic feet of records at a time and arrangements for its installation are being made. The hydraulic laminating press for which orders were placed with Baldwin Locomotive Works, Philadelphia (U.S.A.) in 1946 has also arrived. It is hoped that the two machines will start functioning in 1950. An air cleaning unit is also likely to be set up in the near future.

The volume, *Indian Travels of Thevenot and Careri,* edited by the Director of Archives and the fifth volume of *Fort William-India House Correspondence,* edited by Dr. N. K. Sinha of Calcutta University, were sent to press in July 1948. The former publication appeared in September 1949 while the volume of *Fort William—India House Correspondence* has been printed and is expected to be issued for sale next year. *Calendars of Persian Correspondence,* volumes VIII and IX, covering the years 1788-89 and 1790-91 respectively, have also been sent to press and volume X (1792-93) is ready for printing.

The National Archives compiled a small volume on the history and activities of the Indian Historical Records Commission during 1919-48. The publication work, however, received a serious set back by the departure of the three Editors from the Department for better paid jobs in the Ministry of Defence and the vacancies could not be filled because of the non-availability of adequately trained people.

Dr. Purnendu Basu, Assistant Director of Archives, returned from U.S.A. early in September 1948. He had got himself enrolled in September 1947 as an intern at the National Archives, Washington D.C. There he worked for nearly ten months mainly on records administration, preservation and photo-duplication of records. He also studied at the Graduate Division of School of Social Sciences & Public Affairs, American University (Washington) where he followed theoretical courses on the history and administration of archives in Europe and America, management and control of current government records, historiography and principles and evolution of public administration. His training was rounded off by a 12,000 mile tour of the country visiting leading state archives, manuscript libraries and historical research centres, institutional and business archives and allied organizations.

The Research Rules of the National Archives of India have been recently revised by the Government of India on the recommendation of the Indian Historical Records Commission. It has been decided to make their non-confidential records up to 1901 accessible to bonafide research students. Previously the chronological limit had been 1880. The Government has also agreed to abolish distinction

between the subjects of the 'Indian States' and research students from the former British Indian provinces. These changes have been effected in consequence of constitutional changes and the new political set-up of the country. The students from the States who have acceded to the Indian Union will no longer suffer from the disabilities which were in operation before the birth of the Dominion of India.

Indian Historical Records Commission

This year the Government of India decided to set up an Indian National Commission for cooperation with UNESCO with the following objects:

(1) to serve as a liaison agency between UNESCO and the institutions concerned with and working for the progress of science, education and culture ;

(2) to act in an advisory capacity to the Government of India in matters relating to UNESCO.

The Indian Historical Records Commission was called upon to nominate a representative to the National Commission and Dr. S. N. Sen, Secretary of the Indian Historical Records Commission, attended the first meeting of the National Commission held in New Delhi on April 9 and 10.

Twelfth Meeting of the Research and Publication Committee

The reconstitution of the Local Records Sub-Committee of the Indian Historical Records Commission and the adoption of a five year plan of work for Regional Record Survey Committees figured prominently in the deliberations of the Twelfth Meeting of the Research and Publication Committee held at New Delhi on 10 July 1948. Dr. Tara Chand, Educational Adviser to the Government of India and *ex-fficio* Chairman of the Committee presided.

The change in the composition of the Local Records Sub-Committee which formerly included an official representative of the Political Department or its successor, the Ministry of States, was necessitated by the constitutional changes with the emergence of India as a self-governing Dominion and abolition of the Office of Crown Representative. The Committee recommended that the Sub-Committee be reconstituted to include: the Educational Adviser to the Government of India, *ex-officio* Chairman ; a nominee of the Ministry of Home Affairs, preferably a Deputy Secretary ; a member co-opted by the Chairman for one year ; and the Director of Archives to the Government of India, *ex-officio* Secretary. It was also provided that a member of the Commission if available at Delhi be co-opted for the entire period of three years for which the Sub-Committee is ordinarily appointed.

The Research and Publication Committee approved the report

of the Sub-Committee appointed by the Government of India for preparing a plan of work of the Regional Survey Committees in the Provinces. According to this scheme the main concern of the Survey Committees for the next five years would be the preparation of a National Register of Records by the employment of whole-time and part-time workers. It recommended that the Government of India should grant financial assistance to the Committees to the extent of Rs. 57,000 each year during a period of five years.

The Committee also endorsed the recommendations of the Sub-Committee on the conservation of historical records under a unified central control and recommended to the Government of India to give financial assistance to such provinces and states as might not be in a position to preserve their records without financial help from the Centre. Another resolution passed by the Committee related to centralization at the provincial headquarters of non-current records of Divisions, Districts and Sub-Divisions.

Regional Survey Committees and the National Register Scheme

As reported above the proposal regarding the compilation of a National Register of Records, sponsored by the Indian Historical Records Commission was recently examined by a Sub-Committee appointed by the Government of India. The Committee met in July 1948 and recommended an annual grant of Rs. 57,000 for a period of five years to be distributed to the Regional Survey Committees for collection of information for the National Register. The Government of India while agreeing in principle with the scheme were of opinion that this should be deferred for the present. Therefore, the Regional Committees were obliged to confine their activities to general survey of records and historical manuscripts. Some of the Committees have bought some historical manuscripts out of the grants given to them by the Government and have subsequently transferred these valuable documents to the National Archives of India. The reports received from some of the Survey Committees for the work done during 1947-48 are summarized below:

The Madras Committee conducted a vigorous survey work during the year, which revealed that the Hindu Religious Endowment Board was taking due care to preserve, classify and index all historical manuscripts, records, copper plates, stone inscriptions, etc., in the possession of 22 religious institutions under the Board. A successful attempt was also made by the Committee to preserve from destruction all historical records of the Tanjore Rajas in the *Sar-i-Khel* Office in Tanjore. The Board of Revenue records in different districts were also surveyed by the Committee and valuable information about the state of listing, preservation, classification and indexing of old historical records was obtained from the districts of Kistna, Tinnevelly, Vizagapatam, Trichinopoly, Ramnad and Chingleput. It is expected that important information would be collected from various *Zamin*

Offices, which will throw new light on their history and on the relations between the Nawabs of the Carnatic and the East India Company. Among the important documents, etc., unearthed by the Committee, mention may be made of: (*i*) A Tamil biography of Shivaji; (*ii*) some family and official papers of the *Tahisal* (Mint Masters) of the Tanjore Maratha Raj and some of their *sanads;* (*iii*) family papers of the Christian courtiers of Pondicherry from the time of Lazare de Motta, the Dubash of François Martin, André Muthayappa, and of Pedro Konakaroya Mudaliyar, rival and contemporary of the well-known diarist Ananda Ranga Pillai.

C. P. and Berar Committee examined the *samadhis* of the Bhonsla Rajas in Nagpur and noted the names of all the historical personages to be found there. They also examined the records of the Bhonsla family in the Kothi Mahal which mostly relate to the post-annexation period but also contain valuable information about Raja Raghuji III, the last ruling prince of Nagpur. Dr. Y. K. Deshpande, Convener of the Committee, also inspected the records of several old families in Nagpur and visited Sindkhed and Deoolagaon Raja, the headquarters of the famous Jadhav family. During his visit to Ellichpur in Berar, Dr. Deshpande came across a Persian Manuscript of 590 pages of *akhbarat* of the court of the subahdar of Berar under the Nizam. Another member of the Committee was deputed to examine the old family records in the possession of Muslim families at Burhanpur and his report revealed the existence of a number of important documents and manuscripts some of which date back to the reign of Emperor Humayun. Among the most outstanding finds were the works by Khwaja Mahmood Gawan and Dara Shikoh and one manuscript dealing with medicine and dedicated to Emperor Humayun in 946 A.H.

The *Committee for Bengal and Assam* examined the 18th century records in the High Court at Calcutta. It submitted a report on the *Nizamat* Pension Records in the Murshidabad District Record Office and also examined the family papers of the Maharaja of Burdwan. Arrangements for translations of some Persian papers on the trial of Mirza Jan "Tuppish" in 1800 for treasonable correspondence with Zaman Shah of Kabul are being made by the Committee. Photographic copies of the verdict of the Qazis and Muftis in the trial and of one of the oldest Bengali documents to be found in the proceedings of the Mayor's Court of Calcutta in 1757 were also obtained by the Committee from the High Court.

The *Committee for United Provinces* could not do any large scale survey work during the year. They, however, purchased some valuable historical documents and records through their various regional sub-committees out of the government grant that was made to the Committee. These have since been transferred to the National Archives of India for custody. To the Aligarh Branch goes the credit of acquiring 45 manuscripts, mostly in Persian. The papers pertain mostly to the reign of Muhammad Shah and a few belong to the reign

of Shah Alam. They give information about various events of that period not recorded by chroniclers.

The *Committee for Bihar* discovered many original documents and manuscripts of considerable historical importance. A research scholar of Patna University was deputed by the Convener of the Committee to inspect the government records in the Record Rooms of the Commissioner of Ranchi and Deputy Commissioners of Ranchi, Chaibassa, Purulia, Palamau and Hazaribagh to collect materials for his thesis on "The Mutiny in Bihar and Chotanagpur". The Committee also brought to light a number of Sanskrit and Maithili manuscripts, mostly of literary value, which will supply interesting and important materials for writing a cultural history of Mithila. The search for Persian manuscripts brought to light 28 *firmans* and *parwanahs* bearing seals of Mughal Emperors, their *diwans, subahdars* and other officials. The Committee also examined the collection of a school in Patna, in which was found a manuscript copy of the famous *Masnavi Yusuf Zulaikha* of Jami, the last 27 pages of which contained copy of a despatch of Raja Jugal Kishore about the invasion of Nadir Shah. Other works in the collection of the school include 37 volumes of Persian manuscripts of considerable historical and literary value, such as *Jehangir Namah, Makatabat Allami, Shah Alam Nama,* a Persian translation of *Mahabharata, Zafar Namah Taimuri, Zafar Nama,* etc. The Convener of the Committee has been able to bring the manuscripts from the school and has deposited them in the Patna University Library. The Committee also came across a number of Mughal *firmans* in the possession of private persons in Bhagalpur which includes *firmans* of Akbar dated 1575 A.D., Azam Shah, son of Alamgir dated 1681 A.D., Muhammed Shah, dated 1718-19 A.D.

The Delhi Committee purchased some valuable manuscripts from private persons including *Insahi Dilkhusa, Insahi Shang, Dastoor-ul-Amal* Akbar's Court, *Waqiat-i-Kashmir, Makatabat-i-Abul Fazal.* Besides these a few *firmans* have also been bought by the Committee.

The *Committee for Jodhpur* examined about 50 *kharitas* written by British officers to Maharaja Mansingh of Jodhpur, which are preserved in the Office of the Mir Munshi at Jodhpur. Out of this, 18 relate to letters written by the Governors-General of India.

The Pudukkottai Committee prepared English summaries of some of the important copper plate inscriptions pertaining to grants made by Tondaimans and other ruling houses of Southern India. Mr. K. R. Venkatarama Ayyar examined one old copper plate at Sattanur which relates to privileges conferred on Karala Vellalars during the years of anarchy in the 15th Century. He also examined some old records belonging to a prominent resident of Mithilaipatti and some Sanskrit and Marathi records belonging to His Holiness Sri Sankaracharya of Kamakatipitham, Kumbakonam.

The East Panjab Regional Survey Committee was constituted in July 1948. It consists of seven members including the Chairman and

Secretary. Dr. G. L. Chopra, Keeper of Records of the East Panjab Government is the Chairman and the office of Secretary is held by Mr. V. S. Suri, a senior member of the staff of the East Panjab Historical Record Office, Simla. The members are interested in particular in exploring unknown documents at present in private custody and other data which would be of help in writing the history of the province and adjacent areas. The scheme for the compilation of the *National Register of Records* is also receiving serious attention of the Regional Survey Committee. Dr. Chopra and some other members of the Committee recently visited several places in the province for this purpose.

The Panjab Historical Record Office

The Panjab before partition had no central record office ; but since 1925 there was in existence a Secretariat Record Office which was housed in an old Mughal structure known as Anarkali's tomb. Within the first six months of the partition, the East Panjab Government established a Historical Record Office with Dr. G. L. Chopra as its whole-time chief. Dr. Chopra had served as part-time Keeper of Records of the Government of United Panjab since 1936. The new Record Office forms a part of the Panjab (I) Secretariat (as in the United Panjab) under the administrative control of the Chief Secretary and is located at Simla in an old church of St. Andrew (or Scots Kirk, built in 1914) known as "The Manse", situated above the General Post Office. The building was acquired by the Provincial Government after it had been fully tested for its adequacy and suitability for storing records. The nucleus of its holdings, as related in the last issue of this journal, is formed by the East Panjab Government's share of the Lahore Secretariat Record Office including the *Khalsa Darbar* Records (1809-49) and District Records of the 19th century. The rest of the materials have been acquired during the last two years from various sources, official as well as non-official. The office of the Commissioner of Ambala has transferred its holding of pre-1880 records, numbering more than 1,000 bundles relating to the Revenue, Judicial, Military, Political, P.W.D. and General Departments. Some old records have also come from the district record offices of Ludhiana and Karnal. The records of the East Panjab Government Liaison Agency which was wound up in March 1949 have also been deposited at the Simla Record Office. These relate to the work of evacuation, rescue of abducted women and forcibly converted people and problems concerning the property of displaced persons. They would at some later date prove to be of immense value for writing the history of the events following the partition.

The acquisitions from private sources include manuscript histories, *sanads, jagirnamas,* etc. Some of these documents have been received as gifts from their owners and others have been bought by the Government. The outstanding collections recently acquired are those

of Baba Prem Singh of Hoti Mardan and Thakur Chatar Singh of Kangra. Some valuable manuscripts which would have otherwise perished have also been salvaged from the property left behind by Muslim evacuees from the East Panjab.

The Record Office has also set up a small repair shop for rehabilitating old and fragile documents employing a small staff of menders, one of whom was recently trained at the National Archives of India.

Among the ancillary activities particular mention may be made of maintenance of a library of historical books which would be of help to supplement and elucidate information contained in unpublished records. The library contains 4,500 books in English, Persian, Urdu, Hindi and Panjabi. The Museum in the office is not exactly an archival museum because along with records are displayed paintings, coins and other antiquarian objects.

Madras Record Office

The *Administrative Report* for 1948-49 shows that large bodies of comparatively recent records were transferred to the custody of the Curator. Among them are: Secretariat Records for 1944, numbering 29,886 files (232 bundles); Board of Revenue Records for 1937 numbering 509 files and 8,247 Deeds, Agreements and Covenants which are known there as 'Strong Almirah Documents'. The passport records of the Mysore, Hyderabad and the Madras States Residencies prior to 1944 have been transferred to the Madras Record Office consequent on the transfer of the work connected with the issue of passports to the Madras Government. The Office has also received for safe custody 9 bundles of foreign missions records. The records of the East India Company's period which were transferred to Palmaner in 1942 for purposes of providing safe storage during the last war have been brought back to the Record Office building in Madras.

One of the major duties of the staff of the Madras Record Office is to make searches among records and write memoranda on behalf of the Government Departments and the report for 1948-49 contains a list of 123 subjects on which information was collected. The Government of Madras has approved the suggestion of the Curator to publish the materials thus prepared in a series of volumes known as *Studies in Madras Administration*, and two volumes of this series are already with the printers. Apart from the cases where prolonged research was required, the Record Office attended during 1948-49 to 11,787 requisitions from various Government departments to whom 32,748 documents were supplied.

There has also been appreciable extension recently in the facilities given to research students. The Government of Madras has decided to throw open for purposes of bonafide research records of Vellore Mutiny which had been withheld so far from students,

Similarly the confidential records in the custody of the Curator, access to which had not been allowed even to research workers, have been thrown open. However, the records of the last 50 years are not accessible to students except with special permission of the Government.

U. P. Record Office

In 1948 the Government of U.P. decided to establish a central record office under a full-time Keeper who was appointed in April 1949. The first Keeper is Dr. G. N. Saletore who was recently on the staff of the National Archives of India. Dr. Saletore after taking his doctorate from the University of Bombay received his training in archives administration at the National Archives of India for two years. Dr. Saletore's headquarters are at present at Allahabad where the bulk of the old records of the Board of Revenue are stored. The main task which the Keeper of Records has to carry out at present is to survey the records of public offices in the United Provinces and remove the records of enduring value, particularly pre-Mutiny records, to the Central Record Room.

Record Office, Bombay

The Director of Archives to the Government of Bombay has been entrusted with additional responsibilities and his archival functions now cover the administration of records in the whole of the province of Bombay. His new duties also include the work of the survey of historical monuments, relics, records and historical manuscripts to be found in the province. The inquiries made recently by him regarding historical documents in the states merged in Bombay have brought to his notice a valuable collection in the 'Patwardhan Daftar' of the Raja of Miraj (Jr).

The Bombay Government has acquired at a price of Rs. 7,000 the famous collection of Persian manuscripts belonging to Sardar Parasnis of Poona. The collection contains: (1) Approximately 1,000 *Akhbarat* or newsletters and daily diary sheets by the agents of the Maratha government at Delhi, Lucknow, Kabul, Lahore, Jaipur and Hyderabad for 1766-1810; (2) Correspondence from various sources (about 6,000 letters) including communications addressed to the Peshwa, beginning from the reign of Madhavrao I, their ministers Sakharam Bapu, Nana Fadnis, Haripant Phadke and their envoys; (3) Manuscript copies of several important Persian chronicles and literary works.

Dr. V. G. Dighe, Historical Archivist of the Bombay Record Office, spent three months at the National Archives of India in the spring of 1948 studying the working of its various branches. The Superintendent of the Office also had a short course of training in preservation and repair of records at the National Archives.

Alienation Office, Poona

The Government of Bombay has accepted a proposal for the reorganization of the Alienation Office, Poona and have sanctioned staff for research as well as repair of records. The research staff will be employed for the compilation of a register of records in the Office, guiding research students and the preparation of materials for publication.

National Library, Calcutta

The National Library started its move from the old building in Esplanade to 'Belvedere' in Alipore, once residence of the Governors of Bengal and later that of the Viceroys of India when they visited Calcutta.

The new building is spacious and offers an ideal site for an expanding library. Air and light, two essential requisites for libraries are there in abundance. Some structural changes have naturally been made in the building to serve the requirements of the Library. A number of bathrooms and bedrooms and partitions throughout the building have been removed to provide more space. The old ballroom has been converted into a reading room. Behind the pillars which support the balcony running all round the room have been built small study alcoves. The former drawing room is proposed to be converted into a room for meetings, study circles and film shows. Beneath the old ballroom is the main body of the library. The books are being kept in rubber-wheeled rolling stacks as are in use in the Bodleian Library, Oxford, and the Toronto Library of Canada. The device of rolling stacks has been adopted to economise space, ensure movement of fresh air all round and make possible dusting with minimum effort. The shifting will be completed in 1950.

In 1948 the 'Imperial Library' was rechristened and was given the name of 'National Library of India' Since April 1948 it has had as its Chief Librarian, B. S. Kesavan, formerly Curator of the Central Bureau of Education of the Government of India, New Delhi, where he also served as officer in charge of the Central Secretariat Library. Mr. Kesavan received his training in Library Science at the School of Librarianship, University of London from where he also took his Master's degree in English Literature.

Microfilming in India

A Microfilming Service Unit has been set up by the Indian Research Fund Association at the Central Research Institute, Kasauli with the object of supplying microfilm copies to research workers of articles appearing in medical and scientific journals. The unit will undertake the microcopying of articles from any journal available in Indian libraries. The membership of this service is open to every institute or library wishing to take advantage of this service

by paying an annual subscription of Rs. 25/-. For this subscription the members are entitled to have articles microfilmed at a charge of one anna per page.

The Indian Research Fund Association has also plans to set up a similar microfilming service at the Tata Memorial Hospital, Bombay. Besides serving the medical colleges and research institutes in India, the present service available at Kasauli also intends to cater to the needs of the various ministries of the Government of India and research bodies working under their aegis.

INTERNATIONAL

United Nations Library

Carl H. Milam, Executive Secretary of the American Library Association for the past twenty years, recently took up charge of his duties as Director of Libraries for the United Nations. He has played an important role in the development of library work in the United States of America and has also been from the inception of UNESCO an active participant in its library activities.

The International Advisory Committee of Library Experts appointed to study and report on the policy, services, collections, staff, building, etc., of the United Nations Library held a very successful meeting at Lake Success on August 2-9, 1948. Dr. S. R. Ranganathan, President of the Indian Library Association, represented India on the Committee and other library experts who served on it came from England, Chile, China, Egypt and France. There were also many observers and consultants associated with this work. The Committee held six plenary sessions and on 9 August it finalized its report.

The Committee made more than fifty recommendations. The most important recommendation was that the United Nations should maintain a library service of the most advanced type with "emphasis on service, not on accumulation and preservation ; on immediate, not ultimately potential usefulness." The Committee further recommended that only in one field the Library should attempt to be complete, namely, in the publications of the United Nations and its antecedent and related organizations. Some of the other recommendations are: that the United Nations make fullest possible use of the Library resources of New York ; that the Library of the League of Nations, Geneva, be maintained on its present basis at Geneva ; that document indexing and depository library systems of the United Nations and the specialized agencies be coordinated and that committees of experts be appointed from time to time to consult with the Secretariat on library policies and programmes.

A very encouraging feature of the Advisory Committee's proceedings was the complete agreement among librarians from

different countries on the objects, principles and administrative needs of library work of the United Nations.

The Unesco-IFLA International Summer School for Librarians

The first UNESCO International Summer School for Librarians planned in collaboration with the International Federation of Library Association was held at Manchester and London from 2 to 28 September, 1948. Fifty young librarians representing 19 countries of the world participated in the work of the School. Mr. Arne Kildal, Director of Public Libraries and School Libraries of Norway was Director of the School and Mr. Charles Nowell, Head of the Manchester Public Libraries, was the Associate Director. They were assisted by a distinguished international faculty speaking in French and English, including Dr. S. R. Ranganathan, Professor of Library Science, University of Delhi. In Manchester the School was housed in Ashburne Hall, an attractive part of the University of Manchester, and in London the lectures and discussions took place in the School of Librarianship of the University College and in Chaucer House, headquarters of the British Library Association.

The basic theme of the course was public libraries with particular emphasis on their services to popular education and the promotion of international understanding. The general purposes of the School were:

(1) to examine ways in which public libraries can become effective centres of popular and fundamental education and contribute to the promotion of international understanding;

(2) to explore solutions of basic library development problems, particularly in reconstruction countries, which must be worked out before public library education programmes can be completely effective;

(3) to increase the awareness among the participants of the aims of *Unesco,* especially in relation to public libraries; and to enable the *Unesco* to form a clearer picture of public library problems, in various countries; and

(4) to provide the students with an experience in international living and learning.

The participants spent a very busy time and the work of the School included lectures by distinguished librarians, discussions in four small study groups, report writing, individual conferences with library leaders and visits to libraries in Manchester and London. The course was divided into eleven subjects bearing on the main problem: (1) the philosophy of public librarianship; (2) book selection policies; (3) the development of extension services; (4) adult education group programmes and reader's advisory services; (5) relations with other educational institutions and special social groups; (6) public libraries

work for children and adolescents; (7) the organization and administration of public libraries; (8) systematic technical processes; (9) building planning and equipments; (10) personnel training; (11) public library finance.

Intensive studies were made of each of these subjects through lectures and discussions, the members of the faculty acting as group leaders for discussions. The staff and the students participating in the course were able to prepare 42 papers on public library development in various countries, 27 summaries of lectures and 25 discussion group reports.

The last week of the School was spent in London to take advantage of the meeting of the International Federation of Library Associations. Many prominent delegates to the IFLA gave lectures to the School during this week. The course was brought to a close on 27 September by Mr. Jean Thomas, Assistant Director General of Unesco.

Commission for Bibliography of Early Maps

The International Geographical Congress which met in Lisbon in April 1949 has appointed a Commission to prepare a general catalogue of early maps and similar materials including charts, atlases and globes. The first stage of this work will cover the period 1200-1500 and for this the inventory will include not merely important items but also small estate maps and seamen's sketch-charts. Since, for the later period, a large number of maps and charts are available lists of selected items only will be compiled. The Commission has Professor Roberts Almagia of Rome as its Chairman and the Secretary's position is held by Professor Y. M. Goblet of Paris. The work entrusted to the Commission would indeed be very difficult because of the wide dispersion of the materials, but it is expected the efforts of the corresponding members of the Commission in various countries and the cooperation of the repositories holding the cartographic records would result in the successful implementation of the project.

Exchange of Archives between France and Italy

In compliance with Article 7 of the Treaty of Peace a joint Franco-Italian Commission held its sitting at Turin during last May to study the manner in which the exchange of archives should take place between the two countries. From a report published in the French daily *Monde* dated 3 August it is now learn that the Commission has concluded its work and that the French Foreign Office has formally announced that the Governments of the two countries have agreed to the cession to France of the historical and administrative archives of Savoy and Comté de Nice. In addition the two governments have agreed to go beyond the terms of the treaty and

arrange for a mutual exchange of archival documents relating to the history of the two countries.

The documents embodying this agreement were signed in Paris on August 1 by M. Schuman, the French Minister of Foreign Affairs and M. Quaroni, the Italian Ambassador in Paris.

PAKISTAN

The Pakistan Historical Records and Archives Commission

The Pakistan Historical Records and Archives Commission constituted by a Government resolution of April 14, 1948, held its first meeting early in December 1948 at Karachi under the presidentship of Mr. Fazlur Rahman, Education Minister of Pakistan Government. The Commission is composed of historians and archivists from the Central and Provincial Governments and Universities. It passed a resolution recommending to the Government of Pakistan that a Directorate of Archives be set up immediately at Karachi and that steps be taken for constituting regional survey committees for locating and salvaging original historical records throughout Pakistan territories. The Commission requested the Pakistan Government to take immediate steps for the microfilming of important records kept in the National Archives of India at Delhi and to set up an expert committee for the preparation of a list of such documents. It also recommended that arrangements should be made for obtaining photographic copies of records and historical manuscripts available in libraries of foreign countries which are of special interest for research scholars of Pakistan.

The Government of the Dominion of Pakistan does not yet have a central records repository, but it is proposed to set up a Directorate of Archives which would also obtain from private owners selected manuscripts and documents of historical and literary importance. The Directorate will consist of a records section, a preservation section (including a chemical laboratory and repairs unit), a microfilming section, a research and publication section and a museum. In view of the paucity of trained hands available for the technical work it is proposed to send some persons to U.K. for training.

AFGHANISTAN

The interest which is being taken by Afghan historians in the reorganization of the Afghan archives is evinced in the series of articles recently contributed to several journals by the well-known Afghan scholar, Ahmad Ali Khan Kohzad. In these articles Mr. Kohzad has traced the genesis and development of the National Archives of India and has also described in some details the attention the Education Ministry of the Government of India is devoting to the reorganization

of their archives on scientific and modern lines. The writer in conclusion has urged the Government of Afghanistan to give the same importance to their national documents and suggested the establishment of an Afghan National Archives on the lines of the National Archives of India.

UNITED KINGDOM

Public Record Office, London

Lord Greene, Master of Rolls for the past twelve years, has been appointed to be Lord of Appeal and has been succeeded as head of the Public Record Office by Sir Raymond Evershed. Lord Greene will be long remembered for the enthusiasm he displayed for the better preservation and use of Public Records in spite of the heavy burden of his judicial duties. As President of the British Records Association he took personal interest in its affairs and was to a large extent responsible for popularizing its activities.

The Public Record Office had some time back taken a decision to publish a new *Guide* to the Public Records of England since M. S. Giuseppi's *Guide to the Manuscripts Preserved in the Public Record Office* (London, 1924) was written twenty-five years ago. The new *Guide* is to be published in sections each dealing with one or more Groups of Records in the custody of the Department; Part I (Introductory) appeared a few months ago. This booklet, besides giving a historical sketch of the Public Record Office, contains a short description of the nature and functions of the Department and provides an insight into its policy and plans for the future. It would be out place to give details of the contents of this excellent publication which would be welcomed by all interested in Archive Science and the use of Public Records. The next issue of *The Indian Archives* will carry a review of the *Guide*.

British Records Association

The Sixteenth Annual Meeting and Conference of the British Record Association was held on 16 and 17 November 1948 in the Stock Room of the Stationers' Hall.

At the meeting of the Publications Section Mr. R. B. Pugh of the Public Record Office read an illuminating paper on the *Publication of Modern Records*. He pointed out that historians had begun to call the nineteenth century "the dark age" because much material is not available in printed form for the study of the working of legal, administrative and economic institutions of that period. He was of opinion that the publication of texts would go a long way in removing the "darkness"; though he realized that it would not be desirable to have the same type of texts for the 19th century as published for the Middle Ages. Mr. Pugh added that for the nineteenth century

the editor's aim must be to print not the maximum but the minimum. He advocated the adoption of a national policy for publication of such documents worked out in conjunction with eminent scholars of history so that only the most important and valuable papers be published. Several members took part in the animated discussion which followed the reading of the paper. Dr. W. O. Hassal, Mr. W. E. Tate and Mr. C. D. P. Nicholson thought that the publication of confidential and semi-confidential material of the 19th century would cause certain embarrassment to those concerned with the recent history. The difficulty regarding handling these records for publication because of their bulk was stressed by some of the speakers. Miss M. Gollancz raised the question whether the microfilm might not possibly take the place of printed publication of Modern Records. The Chairman of the Section, Professor T. F. T. Plucknett concluded the proceedings with his remarks regarding the importance of the distinction between pure history and a mere statistical survey.

The Records Preservation Section held discussion on two subjects: (i) *The Preservation, Nature, and Uses of Records compiled and preserved by Schools,* (ii) *The Preservation of old Diaries, Letters and Photographs.* Opening the discussion on the first subject Mr. E. J. Erith of the Essex Record Office dwelt on the present state of School Archives and pointed out the danger to which they were exposed. He stressed the need for their proper preservation both by official and non-official agencies. In the case of the records of independent (private) schools he felt that the National Register of Archives might be particularly helpful. After an interesting discussion on the whole problem in which Dr. D. H. Leadbetter took part as a representative of the Ministry of Education a resolution was unanimously adopted requesting the Ministry of Education to give its help in the preservation of School records, particularly minute books, log books, letter books and ledgers.

The keynote of the papers on the subject of the *Preservation of old Diaries, Letters and Photographs* was that such materials were invaluable especially for the study of local history and that steps should be taken for preserving them.

The subject for the discussion at the meeting of the Technical Section was *Local Repair Facilities, Problems and Possibilities.* Several members spoke on the problem on the basis of their personal experiences in local record offices. It was regarded as desirable to have repair centres in the repositories or to have regional repair centres where repair work would be done for several archival agencies by those who were experts in the line. Colonel William Le Hardy was of the opinion that an Archivist must know something about repair-work, but that it would be waste of his time to carry out repairs himself in view of his other qualifications. Sir Hilary Jenkinson also felt that to have a repair centre was of utmost importance and that training for personnel for this work could be had at the Public Record Office.

Legislation and Records was the subject for the "Discussion Meeting" held under the chairmanship of Sir Hilary Jenkinson. The main object of the discussion was to study the "trends of modern legislation towards placing semi-public concerns under national or central control" and the future of their records. The Chairman pointed out that 'if the records of the nationalized concerns would be declared as Public Records they would be deposited at the Public Record Office. But it was felt that except for the archives of the National Coal Board they would not be declared as Public Records and under such circumstances it would be essential to secure a national system of control over records which are not Public Records'. He stressed the need for legislation for this purpose on the lines recommended in the Report of the Master of the Rolls' Archives Committee under which a National Inspectorate or a central archives authority could see that the records of defunct concerns were properly preserved. The participants in the discussion emphasized the need for quick action in this respect in order to save valuable archival collections from destruction and dispersal.

During the conference two interesting exhibitions were arranged. At one of them were displayed a number of early railway records and the other was a collection of early photographs.

The British Records Association has embarked upon a noteworthy publication with the appearance of the first issue of *Archives*. The journal is planned to be issued twice a year on Lady Day and Michaelmas and the rate of subscription is seven shillings and six pence yearly for members of the Association, and ten shillings yearly for non-members. The journal will take the place of the *Proceedings* of the Annual Conferences of the Association, the *Bulletins* which were issued at irregular intervals and *reports* of the Committees set up by the Association. Its publication will make it possible for other countries to know and appreciate what is being done for the development of Archives Science in Great Britain. The aim of the Editor and the Editorial Committee is to publish material of special as well as of general interest and to give "due weight to both the administration and the use of Archives." The journal is edited by Mr. Roger Ellis of the Public Record Office.

The next Annual Conference of the Association will meet in December 1949 instead of November to enable members holding teaching posts to attend it. As November was specified in the Association Rules a Special General Meeting was called on 12 July 1949 at which the rule was amended. At the same meeting the Association elected Sir Reginald H. Hoare as its new Treasurer in the vacancy caused by the death of Mr. Edward H. Hoare who was Honorary Treasurer since the foundation of the Association. The Association's Presidentship has also changed with the appointment of Lord Greene as Lord of Appeal. As reported above Sir Raymond Evershed, Master of Rolls, becomes the new President.

The British Museum-Manuscript of 'Alice in Wonderland'

The British Museum is the recipient of the manuscript of *Alice in Wonderland* as a gift from the American public. The manuscript is in the handwriting of the author Charles L. Dodgson better known as Lewis Carroll and it was last sold in U.S.A. for $50,000. American money had outbid the British Museum when it first came for sale in the United States. Dr. Luther H. Evans, Librarian of Congress, had raised by private subscription the necessary amount to buy the manuscript and decided to present it to the British Museum as a token of friendship between America and Great Britain. The formal presentation was made by Dr. Evans on 13 November 1948 at a brief ceremony held at the British Museum at which were present U. S. Assistant Secretary of State George V. Allen and Sir John Forsdyke, Director of the British Museum. The gift was received by Dr. Geoffrey Fisher, Archbishop of Canterbury, on behalf of the Trustees of the Museum.

Guildhall Library, London

According to a report received from Mr. Raymond Smith, the Guildhall Library has recently acquired a collection of documents of considerable Indian interest. This consists of the papers of John Michie, Wine Merchant of 35 Craven Street, Strand and of the East India House. He was one of the directors of the East India Company from 1770 to 1788 with short breaks in 1776, 1781-82 and 1787. He died in November 1788. The bulk of these documents belong to 1760-c-1800 and they include John Michie's correspondence—political and personal—with his nephew Jonathan Duncan the elder (1756-1811), Resident Superintendent of Benares and Governor of Bombay. Other papers relate to ships and merchandise; intelligence reports on movements of foreign vessels; establishments, military and civil and to finance. They are in altogether four bundles.

Mr. Smith adds that the provenance of these papers appears to be the (now dispersed) Archives of Lord Antrobus of Amesbury Abbey, north west of Salisbury Wilts. John Michie was related to an ancient firm of solicitors in the parish of St. Martin's-in-the-fields, called Booth. Frederick Booth who acted as Vestry Clerk to St. Martin for at least the first quarter of the 19th century was closely related to Antrobus family whose affairs he managed. The conclusion would be that he merged at an unspecified date, within the first half of the last century, his business archives with the muniments of Amesbury Abbey.

The Guildhall Library was already in possession of certain documents of the 17th century relating to the East India Company. A list of these papers is to be found in *Sources for the History of British India in the 17th Century* by Shafaat Ahmad Khan (Oxford University Press, 1926).

Historical Manuscripts Commission of Scotland

The Historical Manuscripts Commission in Scotland is conducting a survey of important Scottish historical documents in the possession of private families. It is a matter of great delight to report that a collection of outstanding interest to students of Indian history has been found among the muniments belonging to Lt. Col. Duncan Campbell of Iverneil (Ardrishaig, Argyllshire). The collection consists of official correspondence and other papers of Major General Sir Archibald Campbell K. B. (1739-1791) of Iverneil who served with distinction as Governor and Commander-in-Chief of Madras from 1786 to 1789 and attempted settlement of the vexed question of the revenues of the Carnatic. Among the important items are: Report on the General Defence of Bengal, 1770; Correspondence with the Board of the East India Company, 1766-75; Presidency of Madras, Minutes and Letters, 1786-89; Correspondence with Lord Cornwallis, 1786-88; General Orders of Government, 1786-89; Guntoor Correspondence, 1787-88; General Letters to England, 1786-88; Narrative of the 2nd War with Hyderally, 1779-82; Narrative of Eastern Transactions by Charles Lloyd, 1784; Military Geography of the Carnatic by Lt. Schlegel, 1788 and Personal Business Letters, 1771-73. The National Archives of India will be shortly acquiring microfilm copies of all these documents for use of Indian research students.

ITALY

Representatives of all the State-Archives have been meeting in Florence to lay down the basis for the formation of a National Association of Italian Archivists. An interim Committee will draw up articles which will be submitted for approval to the 1st National Congress of Italian Archivists to be held in October. The recently formed Friends of Archives Association will also take part in the Congress. The importance of these associations becomes evident when we consider that since the XIth century every city of Italy has possessed rich materials including political, economic and religious archives recording the history of private persons, families and communities, a vast patrimony that must be conserved with all care.

In July 1849, Garibaldi while retreating from Rome after the fall of the Roman Republic took refuge in the Republic of San Marino where he disbanded his legion. The centenary of this event has been celebrated in the Republic of San Marino with a Garibaldi Exhibition of relics in possession of the San Marino government, including the Flag of the Legion. Special postage stamps and a commemorative medal have been issued for the occasion.

CENTRAL AFRICA

Central African Archives

The Central African Archives reports that among other things a project for acquisition of microfilm copies of unpublished materials

on African history available in libraries and archives of Europe forms part of its development scheme. Among those documents are accounts written by missionaries and explorers and reports of officials about peoples and events in Central and Southern Africa from the beginning of the 16th century onwards. The repositories in Portugal, the Vatican Library and the Archives of Goa, from where South-Eastern Africa was at one time governed, contain some of the most valuable source materials for African history.

The work on this project, which is an inter-territorial one, has been started with handsome donations from well-wishers in England and a munificent grant from the Carnegie Corporation of New York. Dr Eric Axelson, the author of *South-East Africa, 1488-1530*, has been employed specially for the implementation of the scheme and he left for Europe in August accompanied by a staff photographer for selection of documents suitable for recording in microfilm. Dr. Axelson is expected to spend about eight months in European libraries and records repositories and on his return another mission headed by Lt. C. Montez, Archivist of the Arquivo Historico of Mocambique will visit Goa for this purpose. The microfilm copies will be preserved in the Central African Archives and the documents will be later edited and published.

UNITED STATES OF AMERICA

National Archives, Washington

A major change has recently taken place in the position of the National Archives in the Federal Government. It is no longer an independent agency directly responsible to the President, but a constituent bureau of the newly established General Services Administration. This change has been effected by the terms of Section 104 of Federal Property and Administration Services Act (Public Law 152, 81st Congress) which was approved on 30 June 1949 and came into force on 1 July. The Act was passed in accordance with the recommendation of the President's Commission on the Organization of the Executive Branch of the Government (1947-49)—better known as the Hoover Commission. The National Archives and the Archivist of the United States have been retained, but their functions have been made part of a larger programme of the management of all records of the Federal Government. It has been provided that "the Archivist of the United States shall hereafter be appointed by the Administration". Jess Larson, former War Assets Administrator and recently Federal Works Administrator is the Administrator of the new agency.

Many factors were responsible for this change, but the most vital one was the need for a more effective records management in the Federal Government as distinguished now in U.S.A. from archive administration. The current and semi-current records in the custody

of the agencies creating them have increased very rapidly in bulk and have caused present difficulties regarding their administration as well as selection for permanent preservation. It was estimated by the Commission in 1948 that Government records total 18,500,000 cubic feet, National Archives handling only about 5% of them. These difficulties brought to the forefront during the war years the necessity of effective records management and disposition programmes in the records creating agencies themselves. Though during the war period several agencies of the Federal Government developed their own records disposition programmes with the assistance of the National Archives there was absence of a unified system of control and management of records in all the agencies. According to the new law the Aministrator of the General Services has been authorised in the field of records management: (1) to make surveys of Government records and records management and disposal practices and obtain reports thereon from Federal agencies; (2) to promote, in co-operation with the executive agencies, improved records management practices and controls in such agencies, including the central storage or disposition of records not needed by such agencies for their current use; and (3) to report to the Congress and the Director of the Bureau of the Budget from time to time the results of such activities.

Among the recent accessions to the muniments of the National Archives are the valuable records of the Hoover Commission 1947-49. These comprise correspondence, minutes of meetings, reports, and other records of the Executive Director, the Secretary's Office, and the Research and Library Section as well as 'Task Force' papers on various projects developed by the Commission. Among the older records received in the National Archives are a small body of Post Office Records, including a copy of manuscript journal of Hugh Finlay, Colonial Surveyor of Postroads on the Continent of North America (1773-74) and a ledger containing the accounts of Benjamin Franklin as Postmaster General. On 30 June 1949 the Archivist had 894,857 cubic feet of records in his custody, the accessions during 1948-49 being 52,546 feet. The stack area of the National Archives building has now been virtually exhausted and limitations of space have compelled the Archivist to drastically curtail the accessioning programme. It is, however, to be noted that the National Archives has resolved by now the problems created by the liquidation of the emergency war agencies and it can now consider plans for the future operations of the agency.

On the completion of the tour of the Freedom Train on 2 January 1949 the documents displayed in it were placed in the custody of the National Archives. Tom Clark who initially sponsored the train advocated the idea that it should be run by the National Archives and the suggestion was accepted by the Congress on 3 March when it passed a joint resolution. Since no funds have been provided so far for the purpose the documents and other exhibits are lying in the safe keeping of the National Archives.

Society of American Archivists

The 12th Annual Meeting of the Society of American Archivists was held jointly with the American Association for State and Local History at Raleigh (North Carolina) on October 27-29, 1948 under the Presidentship of Dr. Christopher Crittenden of the North Carolina Department of Archives and History. The meeting was attended by about two hundred members of the two Societies.

Dr. Crittenden had selected 'The Archivist as a Public Servant' as the theme of his address, a subject which has been recently receiving great attention in the United States. He spoke about the development of records administration during the last twelve years and emphasized the role of the archivist as an administrator and emergence of the archival establishment as an agency of government whose primary function was to perform certain official duties and not an agency for the preservation of rare historical documents. Dr. Crittenden dwelt on the serious problem created by the growth of almost unmanageable bodies of records during World War II and consequent development of current records management programmes in government agencies with the active help of the archival agencies. He pointed out that "such a development was a far cry from the scholarly approach of a few years earlier". According to him the functions of the archivist are now on a "broader scale than originally conceived" and such a development is in many ways good for the profession. He, however, maintained that the change in emphasis from a historical scholar towards an administrator regarding the functions of an archivist did not go against a scholarly approach to records. Summarizing the functions of the archivist, Dr. Crittenden said: "First of all, the archivist should always look upon himself as a public servant. He should offer the most effective service possible to other agencies of the government, to unofficial organisations, to private researchers and to the general public. If he performs this function and does it well, he need not concern himself about questions of prestige or of professional standing, for such matters will take care of themselves."

The first session of the meeting on 27 October was devoted to the subject of "Reference Problems as Viewed by the Reader" and consisted of papers by a historian, (Charles S. Sydnor of the Department of History of Duke University) and a genealogist (Mr. Milton Rubincam) on what their respective colleagues expected of an archival agency or historical society. Dr. Sydnor explained that a historian would like to have detailed catalogues and indexes, but the preparation of overall guides and general inventories should be given priority over the preparation of detailed analyses of only a few outstanding record groups. Mr. Rubincam, however, pointed out that detailed indexes were highly desirable from the point of view of the genealogist. It was evident that every user expected a good deal from a record office. In the discussion that followed the reading of papers, Dr. Solon J. Buck of the Library of Congress explained the difficulties

in the way of active repositories for doing reference service because of their limited resources. He pointed out that excessive time given to reference service cut down the time available for processing the holdings and making them more useful and that detailed indexing and cataloguing of selected holdings was often done at the cost of the preparation of overall guides and inventories that might make all the items known to the scholars.

At the afternoon session the subject of discussion was "Reference Problems as Viewed by the Administrator" and papers were presented by Leon De Valinger, State Archivist of Delaware, W. Neil Franklin, Head of the Reference Division in the National Archives, and Miss Dorothy Barck of the New York Historical Society. The three speakers described the handling of reference problems by the three institutions represented by them respectively with special emphasis on peculiarities in the nature of problems and the procedure and rules in vogue for handling them.

The second day's meetings were held at Duke University and at the University of North Carolina at Chapel Hill. At the luncheon meeting at Duke University an outstanding paper was read by John Melville Jennings of the Virginia Historical Society on "Archival Activity in American Universities and Colleges". He briefly sketched the history of the growth of university archives in U.S.A. initially under the care of librarians and pointed out the recent adoption of records programmes in a number of universities based on sound archival practices. Mr. Jennings advocated the setting up of archival agencies solely devoted to archival functions and independent of libraries in the universities and the formation of a comprehensive archival statute or directive by trustees and governors of each university for preserving their non-current records.

"History and Programme of State Archival Agencies" was the subject for the morning meeting on the third day of the Conference presided by Dr. Wayne C. Grover, Archivist of the United States. Papers were read on the archival programmes of Mississipi, Wisconsin and Pennsylvania. At the luncheon meeting Dr. Herbert O. Brayer, Secretary-General, International Council on Archives, gave a talk on this new organization and described its establishment as an experiment in world co-operation. In concluding his address he appealed to the Society of American Archivists to help the Council in implementing its programme. The Society, at its business meeting held on 29 October, resolved that American contribution to the International Council on Archives should not be less than $500 per year for the next two years, of which the Society, would pay $250 from its funds and additional amount would be collected by voluntary contributions.

Miss Margaret C. Norton has relinquished the office of Editor of *The American Archivist* and Mr. Karl L. Trever has succeeded her.

National Records Management Council, New York

The National Records Management Council was established in 1947 to serve the requirements of modern records management. It is a professional, educational and service organization run on non-profit basis. The Council's object is to serve the interest of public and private management, archivist and scholar by functioning as a "clearing house for qualified personnel and for technical data on records management, archival science, and historical research in the operating agencies or managements." The directorate of the Council represents the three groups it aims to serve and can provide expert advice and help in establishment of records management centres and otherwise undertakes education programmes in the field of archival science.

The costs of the services rendered by the Council are borne by the management which profits from it. Emmett J. Leahy is the Director of the Council and its headquarters is at 100 Washington Square East, New York City 3.

The Council has already done much valuable work in the field of records management. Its most important undertaking has been to provide the "task-force" to the Hoover Commission for reviewing the records management programmes in the Federal Government and to suggest improvements and economies. The "task force" was directed by Emmet J. Leahy. The Atomic Energy Commission is having the assistance of a consultant provided by the Council regarding the application of microfilming in the Commission's work and the management and distribution of records of contractors of the Commission. A number of commercial companies and educational institutions also are actively interested in the work of the Council.

The Library of Congress

Among the recent acquisitions of the Library is the private diary of General Franz Halder, Chief of the General Staff of the Supreme Command of the German Army from 1938 to 1942. It has been received through General Telfrod Taylor, Chief of the Counsel for War Crimes. The diary comprises seven note-books in shorthand and covers the period from 14 August 1939 to 24 September 1942, the date of Halder's dismissal by Hitler. The Halder Diary is unique in its scope and continuity, and probably has few equals in importance among individual contributions to the records of the Second World War. It gives an insight into the drama of the war as seen at the highest military level, in the picture of the functions and activities of the Chief of Staff of a huge army, and it will afford a better comprehension of the position of the German General Staff in the recent past.

Other notable accessions to the Library are a book and a group of documents and letters that complement each other with regard to

information on Hitler's family. These have been received through the Library of Congress Mission to Germany. The book, bearing Hitler's personal bookplate, is *Die Ahnentafel des Fuehrers* compiled by Rudolf Koppensteiner. It traces Hitler's ancestry through twelve generations and contains accounts and comments on the family history. The miscellaneous papers and letters, mostly from the period 1862 to 1876, include certificates of birth, death and baptism and letters mainly written by Hitler's father, Alois Hitler.

The Library has also received the Papers of Orville and Wilbur Wright. These have been presented to the Library as a gift by Messrs Harold S. Miller and Harold W. Steeper, executors of the estate of the late Orville Wright. The collection forms a unique and comprehensive documentary record of the early careers of two gifted Americans whose names have no peer in aviation. It includes diaries and notebooks detailing experiments from 1900 to 1910, with a description by Orville Wright of the Kitty Hawk flights of 1903; correspondence on the sale of the first military aeroplane to the War Department; correspondence with foreign governments on the introduction of the Wright aeroplane service abroad; financial records of Wright enterprises from 1894 to 1906; letters, documents and reports relating to the prolonged controversy between Orville Wright and the Smithsonian Institution; and many other rare books, brochures and pamphlets from Orville Wright Library at Hawthorn Hill.

Pershing Papers or the private archives of the late General John J. Pershing of the U. S. Army too will be housed in the Library of Congress. According to his will these will be transferred to the Library after having been examined by General George C. Marshall, Colonel John Callan O'Laughlin, Colonel George E. Adamson and Pershing's son, Francis Warren Pershing.

Dr. S. Fakhruddin Hussain Khan of Baroda has sent his father's writings in Urdu as a gift to the Library.

The Rare Books Division has acquired a splendid copy of an album containing pictures of the Berlin Olympiade, dedicated to Hitler by Leni Riefenstahl, official photographer. The album was in Hitler's private collection and bears his book-plate.

The Prints and Photographs Division has received an outstanding collection of photographs of Pre-Columbian Mexican sculpture, presented to the Library by Mrs. Charles S. Whitman of New York. An interesting album of early Mexican portraits (1850-80?) has also been secured. The volume contains over 100 "carte-de-visite" photographs of the chief figures in Mexico's history during the reign of Maximilian and Carlotta. Among others are the group portraits of the Mexican Commission which offered the crown to Maximilian, and of the firing squad which executed him. Another item of significance acquired by purchase is an interesting album of "carte-de-visite" portrait photographs of 1864. The album has been purchased from the Brady National Photographic Portrait Galleries. It includes photographs of President Lincoln, Vice-President Johnson, five Cabinet

members, 34 (out of 51) Senators, the Clerk of the House, Speaker Colfax and 151 (out of 183) other Representatives, all holding office at this date. The great majority of the prints bear original autographs.

Other acquisitions of interest are 856 volumes, 17 maps and 74 issues of periodicals from Communist China. The works received range from Chinese translations of Russian literature to the pronouncements of Chinese Communist leaders Mao Tzetung, Liu Shao-Ch'i and others. These works have undoubted historical significance as showing by what steps communist thought gained a foothold in China.

Among the recent publications of the Library are: *Maps: Their Care, Repair and Preservation* by Clara Egli LeGear; *The United States and Post-War Europe* prepared by European Affairs Division of the Library; *A Review of Early Music Books in the Rare Books Division of the Library of Congress* by Fredrick R. Goff and *Alternate Policies for American Agriculture* by Walter W. Wilcox.

The most popular exhibition held recently at the Library was on "Presidential Election" which was on view in January 1949, on the occasion of President Truman's Inauguration for the second term. Among the items displayed were manuscripts, maps, political cartoons, documents, broadsides, photographs and rare books intended to illustrate and explain the history and methods of "Presidential Election". In this exhibition special emphasis was placed on such elections in which electioneering methods presented special difficulties such as the elections of 1800 and 1876. Towards the close of 1948 the Library organised an exhibition to mark the 125th anniversary of the Monroe Doctrine. Among the items placed on view particular mention may be made of the first edition of President Monroe's message as well as his correspondence with Jefferson, dated October 1823, in which the principles involved in the doctrine were discussed.

CANADA

National Library of Canada

The project for the establishment of a National Library in Canada has made good progress. On the retirement of Dr. Gustave Lanctot in 1948 the Canadian Government decided to have for the post of Dominion Archivist not only a trained archivist but one who also had wide library experience and could plan and direct the National Library project in its initial stages. Dr. William Kaye Lamb of Vancouver on his appointment as Dominion Archivist was thus given the assignment of doing the preparatory work for the establishment of a National Library for Canada in Ottawa. He took over charge of his new duties in January 1949. Dr. Lamb is one of the outstanding librarians of Canada and was for six years Provincial Librarian and Archivist of British Columbia, and since 1940 he was Librarian

of the University of British Columbia. He was also quite recently President of the Canadian Library Association.

The National Library Advisory Committee recently appointed by the Government with a representative from each Province met under the chairmanship of Dr. Lamb at Ottawa in March 1949 and recommended that immediate action be taken to establish a Bibliographic Centre. This recommendation was immediately carried out by the Government and a Bibliographic Centre has been set up at the Office of the Public Archives in Ottawa. The Canadian Parliament has also voted a suitable grant for the construction and staffing of the Centre as well as for the provision of bibliographical tools. The work has started on a modest scale, the first step being to obtain the co-operation of local libraries and universities. The ultimate object of the Centre would be the preparation of a national Canadian bibliography. The ultimate aim of the National Library would be to have a complete collection of Canadian materials. In order to achieve that end it would also procure photographic copies of Canadiana from abroad.

Public Archives, Ottawa

The Manuscript Division of the Public Archives of Canada has been enriched by the accession of the *Prescott Papers.* General Robert Prescott, Governor of Canada from 1796 to 1799 collected not only the records of his governorship, but also documents of earlier or later date that had a bearing upon his activities in Canada. The collection includes copies of the letters written by Prescott while he was serving in the West Indies in 1779-1780 and 1793-94.

Another notable acquisition is the *Thompson Papers.* Sir John S. D. Thompson was Minister of Justice (1885-92) and Prime Minister of Canada (1892-94). These papers have been presented to the Archives by Sir John's son, Lt. Col. John Thompson. They include a long series of letter books and thousands of letters addressed to Sir John. Some of the material relates to his early career in Nova Scotia.

The most significant accession to the Archives, however, is the papers of W. L. Mackenzie King which began to be transferred to the Archives in 1946. The material received up to 1949 and relating chiefly to the office of the Prime Minister, fills well over 200 filing drawers and contains a wealth of information of historical interest.

The Paris office of the Archives has recently made transcripts of several records and historical manuscripts of Canadian interest from the collections in the custody of Archives Charente-Maritime, Archives de la Marine, Archives des Colonies, Archives Nationales and the Bibliothèque Nationale, Paris.

The staff of the London office of the Archives is busy with the task of copying a selection from the papers of the fourth Earl of Minto, Governor General of Canada from 1898 to 1904. These papers contain

information regarding the reorganization of the Canadian army, the position of the General Officer Commanding Militia in Canada, the Canadian Contingent for the South African War, the Alaska boundary dispute and Imperial relations.

The Maps division has been enriched by the accession of approximately 2,000 maps, charts and plans. The vast majority of these have been deposited by other departments of the Government. Among the new acquisitions are about 140 maps of the world, of North America, or of the whole of Canada. The earliest of these are represented by photostat copies; a World map of 1498 from Pomponius Mela's *Cosmographia,* a globe and map of North America by Euphrosynus Ulpius, both dated 1542, and a map of America from Thevet's *Cosmographie* (1575). The first important collection of maps relating to Canadian military operation in the Great War of 1914-18 has also been acquired during this year. This consists of some 30 operational plans of sectors of the Western Front, and a set of large wall maps of various battle fronts. Among the many items added to the Division's collection of atlases mention may be made of Cook and Lane's *North American Pilot* (1777 edition), Samuel Dunn's *Atlas of the Mundane System* (1796) and three bound volumes containing about 200 Admiralty charts of the Great Lakes and the Canadian Atlantic coast. The Public Archives is shortly bringing out a new catalogue of maps in its custody.

The Research Division has completed an index of the calendars of the extensive *Selkirk Papers.* The Division's primary function is to help scholars and others by preparing memoranda for them whenever they send in requests for some information.

The Public Archives has also recently installed a microfilm camera, which is to be used in duplicating the texts of such documents as cannot be properly repaired and preserved in the original. Lack of muniment space in the Archives building is being keenly felt and it has prevented it from taking custody of a large body of old government records. Though the building was enlarged in 1925-26 it is inadequate to meet the requirements of the central records repository of the Dominion Government.

BOOK REVIEWS

Administration Report of the Madras Record Office for 1948-49 (Madras, Superintendent Government Press, 1949, pp. 16).

THIS annual publication of the Madras Record Office appears in a somewhat altered format following the suggestions made by the Indian Historical Records Commission and becomes thereby a more easily usable reference material. The information contained comes under the usual heads of administrative activities, accessions, preparation and publication of reference mediums, preservation and service. Again, as usual, good progress under all these heads is reported, despite the inability of the Record office to return from Chitoor to its normal habitat in Madras. It is hoped the retransfer will be effected soon.

There are at least two pieces of information which are worthy of special notice. They are, first, the announcement that more liberal facilities for research among the records are now forth-coming, including the throwing open of the much discussed Vellore Mutiny records; and secondly, the centralization in Madras Record Office of all English records of the East India Company's period which were hitherto available in the Collectors' offices in the districts. Another important development is the decision of the Madras Government to set up regional record repositories, under the aegis of the Central Record Office of Madras, to look after the district records. The scheme has been postponed owing to financial stringency; but it is hoped that it will be given a fair trial rather than be shelved and forgotten like so many "plans" that one sees all around.

In the Report, the Curator has touched upon some matters which are not, in fact, strictly the functions of the Madras Record Office, viz., the Madras Government's reactions to certain suggestions made by the Indian Historical Records Commission. One of them refers to the problem of "weeding" current records and the Curator's opinion seems to be that the archivist should have no concern in the records until *after* they are transferred to the archives. This would perhaps be a satisfactory arrangement provided the creation and maintenance of records were done ideally at all levels of government. But the question is how far in practice has any government, including that of Madras, succeeded in even approaching the ideal. Secondly, the Curator expresses himself against the idea of preparing a National Register of Archives on the grounds that such a Register can only be of local interest in the main and that the Madras Regional Records Survey Committee is already engaged in "unearthing private collections and making them available for research". This attitude overlooks the facts that local history alone can be the backbone of national history and that while unearthing stray collections can at best be a sort of pecking at the problem, the prerequisite for any solid survey of records

is the preparation of a register which will give the location and some general information about unknown collections in a particular area.

PURNENDU BASU

Central African Archives—A Report by the Chief Archivist for the period 1 September, 1947 to 31 December, 1948 (Salisbury, Central African Archives, 1949, pp. vii, 102).

THE Chief Archivist of the Central African Archives is to be congratulated on the publication of his second report which is as handsomely produced as the first one. The Report contains a full account of the functioning of the Central African Archives during the period of sixteen months under review. It is divided into various sections, each bearing on a particular aspect of the activity of the Central African Archives, *e.g.*, Public Records, Library, Historical Manuscripts, Maps and Pictures, Museum, Technical Services, Publications and External Activities. The publication is very different from an average administrative report as it gives full explanations about the problems which the Chief Archivist has to face. One would whole-heartedly agree with Mr. Hiller when he asserts that "facts without explanations are comparatively useless." He intends to continue in writing the subsequent reports, which would cover each calendar year, "the policy of stating not merely what has been done or left undone, but also reasons and purposes which lie behind the activities of the Archives".

A study of this Report reveals the marked growth of the archivists' interest in the management of current records in Central Africa. Their interest in records rightly begins from their creation so that they get them in proper condition for preservation and for making their contents available for use. Therefore, the Chief Archivist and the Archives Commission have taken keen interest from the very beginning in the problems concerning the making of records. In Southern Rhodesia the Chief Archivist possesses authority under the Archives Act to examine any of the public records which are in the custody of any department and can advise any such department as to the care, custody and control thereof. Thus he is able to influence, at least indirectly, record keeping in the territory. In Northern Rhodesia and Nyasaland the Deputy Archivists have been invited by their respective governments to help in the reorganization of filing systems.

The accessions of public records to the repositories at Salisbury (S. Rhodesia), Livingstone (N. Rhodesia) and Zomba (Nyasaland) are recorded in detail in the Report. Some valuable and interesting historical manuscripts relating to the Occupation and to the periods just before and after the Occupation have also been acquired. The Rhodes Trust has presented photostats and typewritten copies of letters to and from Rhodes between 1882 and his death in 1902.

Among the External Activities described in the Report, of particular interest is the Chief Archivist's concern about the preservation of local government records which are as valuable for history as the archives of central governments. A co-operative scheme has been prepared and accepted by the Municipal Association of Southern Rhodesia according to which the local records would be deposited for custody and care with the Central African Archives, local ownership being safeguarded. The additional expenditure incurred for this purpose would be borne in varying proportions by various local authorities.

The Report also records the changes in the Royal Commission for Central African Archives during this period. The Appendix comprises the ordinances and regulations promulgated during the period in connection with archival organization in the territories of Central Africa. The inclusion of several illustrations and flawless printing make the publication a very attractive one.

V. C. Joshi

Fourteenth Annual Report of the Archivist of the United States—For the Year ending June 30, 1948 (United States Government Printing Office, Washington, D.C., 1949, pp. v, 65.)

THE *Report* opens with a cheerful note about the reference services performed by the National Archives, whose number during 1947-48 exceeded that in any previous year in the history of the agency. The total number of such services during the year under review went well over 346,000, out of which about 60% were for various Government Departments and the rest were rendered to research scholars and other institutions.

But this extra pressure of reference work seriously impeded the progress in the preparation of suitable reference media for records in the National Archives, and the loss of trained personnel due to the war added further to this impediment. Although impeded, the finding-aid programme was, however, not abandoned. Just before the beginning of the fiscal year 1948, a comprehensive 700-page *Guide to the Records in the National Archives* was sent to the press, and during the year under review an extensive index to the *Guide* was prepared. Appendixes briefly listing records received during the period January 1, 1946—June 30, 1947 were also compiled that year and the quarterly publication of the *National Archives Accessions* was reorganized. Some progress was also made on a *Handbook of Federal World War II Agencies and Their Records.* The fiscal year 1948 also saw the resumption, after a lapse of more than two years, of the publication of reference information circulars. Two such circulars were published during the year under review, and a third one by Purnendu Basu, Assistant Director, National Archives of India, who was an intern in the National Archives, was completed but could not be published by June 30, 1948.

The record-retirement programme, especially of the records belonging to the emergency war agencies, proceeded smoothly and before the end of the year under review almost all the files of enduring value belonging to the war agencies which were wound up, were acquired by the National Archives. But the retirement of records could take place so easily and smoothly only because the National Archives maintained a well planned programme of records administration. Every effort was made to persuade the Federal as well as emergency war agencies to have their own records administration programmes, and in 1947 the President of the U.S.A. ordered all Federal agencies to conduct records retirement programmes.

The process of disposal of records had been greatly simplified and made much easier by the Federal Records Disposal Act of 1943 and its amendment of 1945, which authorised the National Archives to prepare schedules of records for disposal by the creating agency. No less than 2,000,000 cubic feet of records were destroyed by various Government agencies during the year under review. But for the scheduling device, the entire burden of weeding out such a huge bulk of records would have fallen upon the National Archives.

With the closure and winding up of the emergency war agencies, the rate of accessioning of records sunk almost to the pre-war level. During the year only 58,507 cubic feet of records were received by the National Archives, as compared to 82,967 cubic feet received during the preceding year. Pages 14-16 of the report give a statistical summary of accessions during the fiscal year 1948.

In addition to the above records, about 25,000 maps and charts, 379,200 running feet of motion-picture film, 246,000 discs of sound recordings, 154,921 items of still pictures and a considerable quantity of microfilm rolls of records were received by the National Archives during the fiscal year 1948. Of special interest among these are the sound recordings, which include the recorded speeches by such Axis leaders as Hitler, Goebbels, Mussolini as well by other dignitaries like Stalin, King George VI and Presidents Roosevelt and Truman.

In the field of preservation and repair of records the National Archives has surpassed all other archival institutions of the world, and many countries look up to it for advice and guidance on technical and intricate problems of rehabilitation and repair of their old and brittle records. But the Archivist's report records with regret the extremely slow and insufficient work done in this direction during the fiscal year 1948 due to lack of personnel. However, the most important and urgent items of work, for example the fumigation of newly accessioned records and the packing and shelving of photographic records and sound recordings which needed special methods of storage, had to be attended to. But towards actual rehabilitation of old records very little could be done for want of adequate staff.

It is with legitimate pride that the report records the active participation of the National Archives in several activities which do not fall within the scope of its regular official duties. During 1948 it

was for the ninth consecutive year that the National Archives co-operated with the American University in Washington in a programme for training archivists. It also participated that year in the work of several other committees and organisations like the American Documentation Institute, the National Council for Historic Sites and Buildings, the Paper and Paper Products Committee of the Federal Specification Board etc.; and it was also mainly through the efforts of the National Archives that in 1948 the International Council on Archives was constituted under the auspices of the United Nations Educational, Scientific and Cultural Organisation. During the year under review the National Archives also lent about one-third of the total number of documents exhibited on the Freedom Train run by the American Heritage Foundation during its year-long and country-wide tour.

After the big reorganisation scheme of the National Archives which came into effect from January 1, 1947, the report has few organisational changes to mention during the fiscal year 1948. During the greater part of the year Dr. Solon J. Buck who was in office since 1941, continued as Archivist of the United States, and it was only during the last month that Wayne C. Grover, Assistant Archivist, took over as Archivist when the former resigned to take up the position of Chief of the Division of Manuscripts in the Library of Congress. But the year 1948 saw the most extensive reduction in the strength of the National Archives personnel, since no funds were granted for the World War II Records Project.

A review of the report would remain incomplete without reference to the publication in the *Federal Register* on January 24, 1948 of the regulations for the use of records in the custody of the Archivist of the United States. It was a great event in the history of the National Archives since it gave the regulations a legal recognition and placed them on the same footing as the statutory law of the country. Let us hope that the lead taken by the U. S. A. in this direction will inspire other countries also to follow suit and to give equal importance and recognition to their archives and archival rules.

The value of this very informative and complete report of the Archivist of the United States is much enhanced by carefully chosen appendices, mostly relating to legislation concerning the National Archives, and an exhaustive index at the end.

DAYAL DASS

Guide to the Records in the National Archives (The National Archives Publication No. 49-13. U. S. Government Printing Office, Washington, 1948, pp. i-xvi, 684; $ 2·50).

THE first *Guide to the Material in the National Archives* came out in 1940, only six years after the Archives was established and just about four years after the first Federal records were transferred to the

National Archives building. The need for compiling a fresh *Guide* within a decade of the issue of the first one was manifold. In the first place, the bulk of the records in the custody of the Archivist of the United States, following World War II, leapt from about 200,000 cubic feet in 1940 to over 800,000 cubic feet on June 30, 1947. Secondly, the adoption of the "Record Group" as the unit of description and control was adopted since the publication of the 1940 *Guide*. Thirdly, it may be said, that with the experience gained through the years was better realized what type of information would be of real value to the prospective users of the *Guide*. One need hardly dilate upon the need for such a *Guide*, for while ordinarily the record transferring agencies can, with the help of their own control machinery, call for a specific file from the Archives, the outside searcher who is not familiar with the frequent organizational changes in the Governmental machinery nor with the precise functions of individual agencies feels completely lost when confronted with the mass of material before him. For the scholar (as well as for the Archives staff who have to answer an infinite variety of queries involving records of more than one agency) a comprehensive *Guide* is an absolute necessity. However, in compiling such *Guides* one has to be extremely careful lest the work should become either too meagre or too detailed to be of practical use. The volume under review perhaps maintains the balance ideally, a fact which the present reviewer had the opportunity of testing (while the *Guide* was still in the proof stage) in compiling a *Reference Information Circular* (No. 38) for the U. S. National Archives. It is unhesitatingly asserted that his groping for information was cut down by at least one-half, thanks to this *Guide*. It gives the history of each agency whose records are described and gives clear indication of the major functions of each agency, as well as all relevant information on the existence or otherwise of registers, indexes and such other finding mediums. This with the help of the exhaustive Index at the end of the volume should enable the uninitiated to take the first step into this labyrinthine mine of information with a reasonable degree of confidence.

In the Introduction is explained the 'Record Group' system adopted at the National Archives which is the unit of description as well as of control. Provenance and convenience of administration are the two important factors, among others, which are carefully considered in establishing the record groups. Many archival institutions, particularly those in India where description of records is either almost entirely neglected or very perfunctorily done, would find much to learn in the Introduction and would do well to take the *Guide* as a model for bringing out their own.

PURNENDU BASU

Catalogue of Manuscripts and Other Objects in the Museum of the Public Record Office (London, His Majesty's Stationery Office, 1948, pp. xi, 91 ; Price 2 Sh.)

THIS new edition of the *Catalogue* is the work of Mr. J. H. Collingridge. The recent alterations in the plan of the Museum of the Public Record Office and the rearrangement of exhibits with a view to illustrating better the main archive groups necessitated the publication of a revised edition. The Preface, contributed by Mr. Hilary Jenkinson, contains a short historical account of the Museum which came into existence in 1896 as a result of the efforts of Sir Henry Maxwell Lyte, then Deputy Keeper of Public Records. In 1902 the Museum was located in the room built on the site of the Rolls Chapel and still continues to be there. The original exhibits were selected by Sir Henry and the first *Catalogue* was also compiled by him. Since 1902, however, several additions and alterations have been made in the list of documents displayed. The Introduction to the new edition gives a short history of Rolls Chapel and the Office of the Master of Rolls.

The *Catalogue* follows the new arrangement of exhibits in the Museum. Besides short description of each item on display brief historical notes have been appended to make the contents of the exhibits more intelligible. The items displayed range in date from the Domesday Book to a Patent Roll of 1936. They have been selected both for their artistic and historical value and they illustrate a large variety of subjects on which materials are available in the Public Record Office.

The Museum has become in recent years a popular educational instrument and there has been a phenomenal increase in the attendance of students and other visitors. The *Catalogue* would certainly be of great help to them in appreciating the historical value of the exhibits.

V. C. JOSHI

Archives, The Journal of the British Records Association, Vol. I, Nos. 1 & 2 (London, 1949, pp. 61, 57).

THE British Records Association came into existence in 1932 and for 16 years it remained without an official journal. All its issuances and reports appeared in the form of Technical Bulletins at irregular intervals. But it was felt by the Association that a more satisfactory arrangement than that was desirable and it is now proposed to bring out all transactions of the Association, either *in extenso* or in summarized form in the journal under review. Those of us who have so far profited by the excellent Technical Bulletins cannot welcome the move sufficiently. However, this does not exhaust the scope of the journal ; articles descriptive of archival collections as well as those on the use of archives are to find place in it. This promise has been

carried out in the first two issues under review which would tend to make *Archives* of more general interest which is necessary to make this comparatively little known subject better understood and appreciated. W. E. Tate's "The Use of Archives in Education", Martin Davis's "Archives and Art History" will be enjoyed by almost anyone, while those in search of knowledge about local English archives will find the two articles on Bedford and Essex archives extremely useful. The "Technical Bulletin" portion and such articles as "In Thy Most Need . . . ." and "The Archives of Jamaica" provide good information about practical problems of archives administration.

Excellently got up and ably edited, *Archives* will be welcomed by all in the profession and others who are interested in the field.

PURNENDU BASU

Records Management and Filing Operations by Margaret K. Odell and Earl P. Strong (New York, 1947, pp. viii, 342 ; Price $ 4·00).

STRATEGIC planning and successful action in any organization—private or government—are wholly dependent upon efficient records management. A resort to memory for recollecting the multifarious happenings in an office is certainly not a reliable method of producing a correct picture of what actually took place in the past. Moreover, commiting facts to memory, as of yore, is not feasible considering the ever-increasing volume of activity in recent times of all business and government organizations. The very existence of records, therefore, brings to the fore the vexing question of their management, administration and control.

This manual is especially designed to assist the authorities, in a practical way, in recognizing the need for a record department and to guide the staff in their work. It is, in short, a primer for the non-professional, untrained clerk who has any responsibility for the care and maintenance of records. It sets forth, in simple terms, certain general principles which can be applied with appropriate modifications in any office producing or housing records of public business. The authors, after years of intense labour and patient research, have evolved excellent workable practices which, if enforced in the true spirit, will certainly improve the efficiency of the records clerk and definitely promote the general well-being of the organization where they are applied. Pioneers in their subject, the authors have excavated and laid bare to the interested student and the cynical executive alike the benefits to be derived from a proper grasp of the business of records management and their administration.

The book is divided into three parts, the first of which delineates how records are to be generally managed and controlled. Such records may be in one or several locations, but the authors emphasise that they must be under "one centralised control", as divided responsibility very often leads to serious misplacement, storage confusion,

disorder and neglect. The records department, under an administrator, should be the focal point for the control of all records of an organization, and this control involves correct indexing, filing, finding, retention and disposal of records. The authors have been at great pains to describe minutely and illustrate fully the varied filing systems, feasible and practicable, to make available a record from any file. The filing arrangements may be alphabetic or numeric, but it is quite natural to find both the practices in vogue in the same record department with different record groups. The plenitude of information regarding archival equipment and supplies and the lay-out of a record department will come in very handy to all institutions who have plans to establish record depositories.

The second part deals with filing and finding operations. To promote easy finding of information and dissemination of such information from records the most workable tool is an index. The authors pithily remark in this connection: "Correct indexing is the key that opens the file and finds the records. Incorrect indexing is the key that locks the file and hides the records." The preparation of an index involves the selection of words, names, numbers or letters, and this necessitates a thorough understanding and knowledge of the working of the organization concerned. Hence emphasis must always be placed on having trained and experienced indexers. . Though no specific rules can be enunciated to show which records should be indexed by name and which by subject, yet this chapter is replete with very valuable suggestions well worthy of emulation. A vivid and lengthy description of some "standard rules" for the alphabetical arrangement of individual personal names, family or proper names, foreign individual names, and the names of companies, institutions and government agencies is included for general guidance.

"Orderly files promote efficiency." After sorting and indexing of records is over the final stage is reached when they should be prepared for filing. Here follow numerous suggestions of how this is to be done. The authors suggest the use of folders for the purpose of holding records in position, for finding, for filing and for transferring.

The third part is devoted to the transfer, retention and disposal of records. Because of variations in the value and use of records, these processes must be wisely planned and skilfully carried out. The intricate problem of retention and disposal of records, only "nibbled at intermittently" till recently, has to be tackled vigorously and seriously. The salient feature of the problem is the drastic elimination from the mass of papers those that have served their purpose and do not have continued or enduring value. The authors devise a method for the retention of the useful and the weeding of the useless which is extremely simple in practice. The principal hint is that operating units should mark the records released for filing with the code for retention and the period of retention. Thus only is periodical elimination of useless material possible. The completed

schedules for each operating division or unit should then be submitted for review to the Committee of records retention and disposal.

The whole manual is a comprehensive survey of all aspects of records management and control. It is a well-balanced work, though sometimes it suffers from excessiveness of detail. Every conceivable subject of archival interest, ranging from microfilms to routine forms, has been touched upon with a thoroughness which leaves nothing to the imagination. Pointed and apt photographs and illustrations, however, relieve the monotony of loquacious descriptions. There is an appendix containing definitions of terminology which helps to clarify obscure archival terms, used both in this work as well as in sister archival journals and publications, and the book concludes with a very copious index.

It may be pertinent to remark here that archives administration in India, which is in its embryonic stage, will find a wealth of detail on management of archives and their control in this book, but it would be next to impossible to avail of the new techniques and devices without the necessary equipment and material so abundantly described. It may perhaps be stated about India generally that although a consciousness, at least of sorts, of the value of records is not wholly absent here, no appreciable attempt has so far been made for their effective control. The sooner our executives acquaint themselves with the modern trends in archival administration and filing operations the better it would be for the administration. This book is beyond doubt an eye-opener to all who are concerned with records who would do well to implement many of the suggestions, and as well prescribe the book itself as a reference manual for their staff.

DHANWANTI G. KESWANI

The Vatican Library Rules for the Catalog of Printed Books, translated from the Second Italian Edition by the Very Rev. Thomas J. Shanahan, Victor A. Schaefer and Constantin T. Vesselowsky; edited by Wyllis E. Wright (Chicago, American Library Association, 1948, pp. xii, 426; $18·00).

A DESIRE to standardize cataloguing practice in the Vatican Library originated these *Rules.* In all historic libraries collections accrue at different periods of their life and catalogues get compiled according to the then prevailing norms. The Vatican Library has proved no exception to this rule. There were occasions when so many as fifteen different catalogues in book and card form had to be consulted to locate a book. To end such anomaly the compilation of a single general catalogue was embarked upon with the co-operation of American technicians. The Carnegie endowment for international peace helped to complete the design. In preparing this General Catalogue the form of the Dictionary Catalogue was adopted. At first the rules prescribed for Italian public libraries were modified in the

light of Anglo-American practice to suit the cosmopolitan reader in the Vatican Library. But the inadequacy of the rules forced their thorough revision later "using fresh examples taken for the most part from cards in the new Catalog." National predilections were humoured when it came to proper names and geopraphical names. It is worth quoting the concluding sentence of the preface to the first edition:

> "The present rules, then, are a product of the joint efforts of Librarians of different countries, and are designed for a cosmopolitan public, and we hope they will be another step towards that closer international co-operation which is desired and promoted here in the Library of the Popes, a living embodiment of the Catholic ideal."

The publication of the first edition in 1930 was welcomed as being "the fullest and most up-to-date in the world". An English translation of the rules was completed by 1940, which had to wait the duration of the war before it could be published in 1947. It must be clearly understood that this is a literal translation of the *Rules*, which in no way seeks to supplant the revised Anglo-American Rules. There is much general agreement between the A.-A. Code and these rules, except as regards Latin names of Saints and entry of the Bible in conformity with the Vulgate, which differences are explainable as being due to the special character of the library whose books are being catalogued. There is, however, one aspect of the translation which deserves special mention.

> "In the section dealing with subject headings..............the lack of any code in English covering this field has led to the inclusion of an adaptation as well as a translation. Whenever examples are given, equivalent examples in English have been supplied. If the example is in the form of a Catalog entry, the English subjects follow the Italian in brackets. As far as possible these are taken from the Library of Congress Cards for the particular titles. If the examples are arranged in tabular form, a second column contains English subjects. The English examples are, if possible, an exact translation of the Italian. If this is not possible, an English subject heading which does illustrate the rule has been supplied. When the rule itself is inapplicable, a footnote has been added stating the practice of the Library of Congress."

If the Vatican Code has not devoted much space and attention to problems confronting "Oriental" Catalogues, we should not complain. It is but natural that these rules which are all-sufficing for European libraries should prove inadequate for our needs. Greek and Latin are the matrix of European culture and Christianity is a European religion, and the evidence for both being the very stuff of the Vatican Library, the cataloguing rules seek to codify this complexity. Even so Indic names receive attention. And it is gratifying

to note that the rules follow those suggested by the doyen of Indian librarians, Dr. Ranganathan. Compare the Vatican Rule 86, § 2 with that laid down by Dr. Ranganathan in his *Classified Catalog Code, 2nd edition*: Rule 1212 (page 69). Again as to Vatican Rule 88 (*b*) on Modern Oriental authors compare Dr. Ranganathan's work quoted at page 73. What is more, Dr. Ranganathan's examples from Bengal and Gujerat have been used in the Vatican Code. But where the Vatican Code parts company with Dr. Ranganathan is in Rule 86 where it states:

> "Indic writers with two or more names are entered under the personal name which usually comes first; a reference is made from the surname or family name which generally comes last":
>
> *e.g.* Mahadeva Govinda Ranade
> Ref. from Ranade Mahadeva Govinda
> Govinda Ranade, Mahadeva.

This rule of the Vatican Code is supported by the Joint Code (*A. L. A. Cat. Rules, 2nd ed.*, 1949): Rule 70A:

> "Enter Indic writers prior to the middle of the nineteenth century under the personal name (usually the first) and refer from the family name or surname (usually the third). When there are only two names, refer from the second."

In this respect the Vatican Code and the A.L.A. Cat. Rules follow the general practice of the British Museum. The reviewer feels that as regards Oriental names Dr. Ranganathan's Rules are more thorough, elaborate, logical and specific.

One important variation from Library of Congress practice has to be noticed. The Vatican Code advises that individual monuments, are to be recorded under the name of the place in which they are located. The Library of Congress practice is that though public monuments are usually entered under the name of the place in which they are located, the best-known monuments are recorded under their own name, with or without the name of the locality, *e.g.*

> WASHINGTON MONUMENT—Washington
> BUNKER HILL MONUMENT—"
> (*Library of Congress practice*)
>
> ROMA. Monumento Nazionale Vittorio Emanuele
> ROMA. Monumento dell' Immacolata Concezione
> (*Vatican Code*)

The Vatican Code has, however, recommended the entry of a temple, located in open country under its own name with 'Temple' added in parenthesis, if necessary, *e.g.* Angkor Vat (Temple).

The five appendices, *e.g.* (*i*) Fifteenth and Sixteenth century books; (*ii*) A list of approved abbreviations; (*iii*) A glossary of bibliographical terms in Italian, English, French, German and Spanish, with an index to the glossary; (*iv*) Transliteration of Arabic, Persian,

Turkish; Armenian; Coptic; Ethiopic; Gaelic; Greek; Hebrew; the Slavic languages; and Syriac; and (*v*) Sample Cards, are a most welcome feature of the book. Especially appendices (*iii*) and (*iv*) are of the greatest value to cataloguers.

All practical problems in Cataloguing have been tackled in a most scientific manner. The Rules 141 (History Cards for Societies), 110 (Authority Cards for Ministries and offices), 102 (*a*) (change of names of cities and other localities), and 89 (Geographic names), deserve special mention. The finishing touch to the whole work is the index to the Code which, for all its brevity, is most adequate.

B. Sen Gupta

Humayun in Persia by Sukumar Roy, (Royal Asiatic Society of Bengal, Monograph No. 6, Calcutta, 1948, pp. xvii, 113, 4 Illustrations).

WHEN Humayun was at last convinced that no neighbouring ruler was interested in restoring him to the throne of Delhi, he left Sind in 1543. This monograph sets out to tell the story of the interlude between Humayun's departure from Sind and his emergence as the conqueror of Qandahar. Mr. Roy has studied his authorities diligently. He painstakingly presents all that the various authorities have to say on any point. He seems to share with his readers the task of deciding which of the various versions of a story to adopt. The result is not very happy; instead of seeing Mr. Roy at work, most readers would have preferred a straightforward narrative citing authorities in foot-notes and discussing controversial issues in appendices or longer notes. The monograph reproduces useful original material on the subject. It is a serious factual study of Humayun's arrival and stay in Persia and his departure therefrom.

Mr. Roy's excursions into explaining his authorities are not always successful. To say that Persian historians concealed Humayun's conversion (forced?) to the Shia faith because they were ashamed of the fact, does gross injustice to the historians as well as to their age. His narrative of Humayun's sojourn in Persia is marred by the fact that he follows the Mughal historians of Akbar's age in considering Humayun a ruling prince whereas he was at this time nothing more than one of the unlucky ones of this earth. Jauhar is our witness as to how his small following looked upon him. Humayun's letter to the Shah from Sind is written in a style which no ruling prince would have ever adopted towards another king. Of questions demanding an answer in his story, the author seems to be happily unaware: Did Humayun really intend to go to Mecca from Sind as he so often asserted? Why did he leave Akbar to the tender mercies of his uncle? Why did Humayun spend more than a month in sightseeing when the Shah called him to his capital? Mr. Roy so often quotes authorities alleging that Humayun went to Persia because Bairam Khan

had royal relatives there, but he is quite silent about any part that these relatives played in securing help for Humayun. Did Humayun intend to conquer Qandahar for the Shah or did he, from the very beginning, plan to make this his jumping off ground for the conquest of Kabul? Answers to such questions would have much enhanced the value of this work.

Mr. Roy's monograph would, however, prove very useful to all students of Humayun's career as it gathers together in one place all that the various writers contemporary or semi-contemporary, have said on the subject of his journey to Persia and his stay there.

SRI RAM SHARMA

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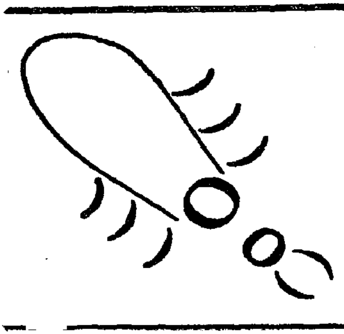

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